



NOTICE OF COMMISSION MEETING AND AGENDA
DES MOINES AREA REGIONAL TRANSIT AUTHORITY
DART MULTIMODAL ROOM, 620 CHERRY STREET
FEBRUARY 5, 2019 – 12:00 PM



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2.	ROLL CALL AND ESTABLISHMENT OF QUORUM	
3.	NOTICE OF MEETING	
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14.	ADJOURN	

Language, visual, hearing and transportation services are available at meetings upon request. For requests, please call DART at 515.283.8100 at least 48 hours in advance of the meeting.



PRESENTATION ITEM



6A: CultureALL and Drake University - Transit, Photo Ethnography Project

Staff Resource: Erin Hockman, Marketing and Communications Manager

- Erin Lain, Drake University Associate Provost for Campus Equity and Inclusion and Associate Professor of Law, will share how her students' perceptions of public transit transformed throughout the fall semester working with CultureALL to complete a photo ethnography project about their experiences riding DART.



PRESENTATION ITEM



6B: Music video featuring DMPS students and Will Keeps

Staff Resource: Erin Hockman, Marketing and Communications Manager

- Will Keeps will share the music video he directed featuring DART and DMPS students and the impact he hopes it will have.



**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES
620 CHERRY STREET – DES MOINES, IOWA 50309
JANUARY 8, 2019 (ANNUAL MEETING)**



ROLL CALL

Commissioners/Alternates Present and Voting:

Vern Willey, Gary Lorenz, Marketa Oliver (arrived at 12.03pm), Michael McCoy, Frank Cownie, Jeremy Hamp, Paula Dierenfeld (left at 1.20pm), Sara Kurovski (left at 1.33pm), Steve Van Oort (left at 1.30pm), Tom Gayman, Russ Trimble and Joseph Jones

Commissioners Absent:

Arlene Sampson, Doug Elrod, Mike Bakous, Angela Connolly and Zac Bales-Henry

Other Commissioners/Alternates Present:

Josh Mandelbaum (left at 1.21pm)

CALL TO ORDER

Tom Gayman, Chair called the annual meeting to order at 12.00 p.m. Roll call was taken and a quorum was present.

Notice of the meeting was duly published.

APPROVAL OF AGENDA

Tom Gayman, Chair requested a motion to approve the agenda as presented.

It was moved by Frank Cownie and seconded by Michael McCoy to approve the January 8, 2019 agenda. The motion carried unanimously.

PUBLIC COMMENT

None

PRESENTATION

6A – 2018 Non-Rider and Customer Service Results (ETC Institute)

Chris Tatham, CEO of the ETC Institute provided an overview of the results of the 2018 Non-Rider and Customer Satisfaction Surveys.

CONSENT ITEMS

7A – Commission Meeting Minutes – December 8, 2018

7B – Alternate TRAC Members

7C – Volkswagen Clean Air Settlement Grant Funding Application

7D – Des Moines Area MPO and CIRTPA Staff Representation for DART

It was moved by Sara Kurovski and seconded by Russ Trimble to approve of consent items as presented. The motion was approved by Vern Willey, Gary Lorenz, Marketa Oliver, Michael

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COMMISSION MEETING MINUTES – JANUARY 8, 2019 (ANNUAL MEETING)**



McCoy, Jeremy Hamp, Paula Dierenfeld, Sara Kurovski, Steve Van Oort, Tom Gayman, Russ Trimble and Joseph Jones. Frank Cownie approved items 7A, 7B and 7D and opposed item 7C.

ACTION ITEMS

8A – 2019 DART Commission Weighted Voting

Per the restated DART 28E agreement, Elizabeth Presutti, Chief Executive Officer outlined the procedures required for the DART Commission weighted vote and shared that the DART Executive Committee reviewed the population information and corresponding weighted vote calculation at their meeting on Friday, December 14.

It was moved by Vern Willey and seconded by Sara Kurovski to approve the 2019 weighted votes for each DART participating community as presented. The motion was carried unanimously.

8B – Rideshare Van Donation

Nick Peterson, Business Partners Coordinator provided a brief history on the RideShare Van Donation Program, sharing that this annual program provides up to three passenger vans to eligible non-profit organizations and governmental agencies to enhance access to transportation within DART's service area. Information was provided on the application process and the fifteen applicants received. A panel of DART staff reviewed applications and the ones recommended for selection are by Oakridge Neighborhood Services, Children, Families of Iowa, and Opportunity on Deck.

It was moved by Vern Willey and seconded by Sara Kurovski to approve the donation of three (3) retired RideShare vehicles to Oakridge Neighborhood Services, Children and Families of Iowa and Opportunity on Deck in accordance with the Van Donation Program.

8C - November Financials

Tim Ruggles, Staff Accountant provided a presentation on the November 2018 Financials, outlining cash flows for YTD.

Fixed Route Operating revenue ended the year at 3% ahead of budget projections. Operations expenses are 0.8% above budget projections year to date.

Paratransit Operating revenue is 0.75% lower than budget expectations. Operating expenses are 5.57% under budget.

Rideshare revenues were 6.56% below budget. Operating expenses has a budget savings of 1.55% year to date.

It was moved by Sara Kurovski and seconded by Vern Willey to approve the November 2018 Financials. The motion carried unanimously.

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 8, 2019 (ANNUAL MEETING)**



DISCUSSION ITEMS

9A – Medicaid Update

Jamie Schug, Chief Financial Officer provided a presentation to the Commission on the impact that changes to the Medicaid program have had on DART Paratransit.

9B – FY2020 DART Budget Development

Jamie Schug, Chief Financial Officer provided Staff will provide an update regarding DART's FY2020 Budget Process outlining key dates.

9C – Performance Report

Jamie Schug, Chief Financial Officer shared that the November Performance Report is delayed until the February 5, 2019 Commission meeting due to additional data validation that needs to take place.

MONTHLY REPORTS

12A – Operations

No update

12B – Engagement

Elizabeth Presutti, Chief Executive Officer shared information on the upcoming public input meetings regarding the 2019 major service change.

12C – Procurement

No Update.

12D – Chief Executive Officer

Elizabeth Presutti, Chief Executive Officer provided an update on the legislative meetings that have taken place and future ones that are scheduled.

FUTURE AGENDA ITEMS

None

**DES MOINES AREA REGIONAL TRANSIT AUTHORITY
COMMISSION MEETING MINUTES – JANUARY 8, 2019 (ANNUAL MEETING)**



COMMISSIONER ITEMS

12A – DART Commission Officer Election

Jeremy Hamp, Nominating Committee Chair, presented the proposed Officer slate in accordance with the substituted and restated DART 28E agreement that commenced on October 1, 2017 and the proposed Restated Bylaws.

The Nominating Committee, which consisted of Commissioners Hamp (Chair), McCoy and Alternate Commissioner Hadden, have nominated the following Commissioners as officers starting immediately, through the end of calendar year 2019:

- o Chair -- Tom Gayman
- o Vice Chair -- Paula Dierenfeld
- o Secretary/Treasurer -- Sara Kurovski
- o At-Large -- Frank Cownie
- o At-Large -- Russ Trimble

It was moved by Russ Trimble and seconded by Michael McCoy to approve the slate of officers as presented. The motion carried unanimously.

12B – FY20 Budget Workshop - Friday, January 18, 2019.

Tom Gayman, Chair adjourned the meeting at 1.36 p.m.

Chair

Clerk

Date

*****OFFICIAL NOTICE OF THE NEXT DART COMMISSION MEETING DATE IS HEREBY PUBLISHED:**

The next regular DART monthly Commission Meeting is scheduled for February 5, 2019 at 12:00 pm in the DART Multimodal Room at 620 Cherry Street, Des Moines, Iowa.



CONSENT ITEM



7B:	Des Moines Area Metropolitan Planning Organization Memorandum of Understanding for Transportation Planning
Action:	Approve the MOU between DART and the Des Moines Area MPO for Transportation Planning

Staff Resource: *Luis Montoya, Planning and Development Manager*

Background:

- DART and the Des Moines Area Metropolitan Planning Organization (MPO) have in place a Memorandum of Understanding (MOU) in order to facilitate a continuing, cooperative, and comprehensive transportation planning and programming process for the Greater Des Moines region.
- The MOU is being updated at this time in order to:
 - Clarify how DART and the MPO will coordinate to comply with federal rules and guidance from the Iowa DOT regarding performance-based planning, and in particular the development of a Transit Asset Management (TAM) Plan and State of Good Repair (SGR) targets.
- A red-lined version of the changes compared to the previously approved MOU is included.

Recommendation:

- Approve the MOU between DART and the Des Moines Area MPO for transportation planning.

MEMORANDUM OF UNDERSTANDING
Regarding the Cooperative Agreement for Transportation Planning
for the Greater Des Moines Metropolitan Planning Area
Between the Des Moines Area Metropolitan Planning Organization
and the Des Moines Area Regional Transit Authority

This Memorandum of Understanding ("MOU") is made and entered into between the Des Moines Area Metropolitan Planning Organization (hereinafter referred to as the "MPO"); and the Des Moines Area Regional Transit Authority, the operator of the publicly owned transit system (hereinafter referred to as "DART").

Recitals

WHEREAS, various federal grants and aids are available for carrying out metropolitan transportation planning activities; and

WHEREAS, the Governor of Iowa has designated the MPO as the agency to carry out metropolitan transportation planning activities for the greater Des Moines urbanized area (hereinafter referred to as the "Planning Area"); and

WHEREAS, DART provides mass transportation services within the Planning Area; and

WHEREAS, DART is a designated recipient in the Planning Area for federal transit operating aids under Section 5307 of the Federal Transit Act as amended; and

WHEREAS, metropolitan transportation planning activities come under the jurisdiction of the U.S. Department of Transportation (hereinafter referred to as "USDOT") and are subject to the metropolitan planning requirements of 23 U.S.C. 134 and 49 U.S.C. 5303 of the Federal Transportation Act as amended; and

WHEREAS, the Planning Area boundaries for the purposes of the planning provisions of the applicable federal law have been determined by agreement between the MPO and the Iowa Governor; the planning responsibilities of the MPO and DART overlap within those boundaries; and there is a need to coordinate their respective planning responsibilities in order to maximize efficiency, minimize duplication, and lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods; and;

WHEREAS, pursuant to 23 CFR §450.310(e), responsibilities and procedures for carrying out a cooperative planning process with state agencies are contained in the Unified Planning Work Program ("UPWP) approved periodically by the MPO and the Iowa Department of Transportation (hereinafter referred to as "Iowa DOT").

NOW, THEREFORE, pursuant to 23 CFR §450.310(b) and in consideration of these premises, of other good and valuable consideration, and of their mutual and dependent needs, the parties hereto contract and agree as follows:

Article I: Statement of Purpose

The MPO, in cooperation with DART, shall undertake a continuing, cooperative, and comprehensive transportation planning and programming process for the Planning Area in accordance with federal, state, and local goals for metropolitan planning, the provisions of 23 U.S.C. 134, 49 U.S.C. App 1607, and 23 CFR Part 450, as amended, and in accordance with the provisions of this MOU.

Article II: Overall Responsibilities

- A. Subject to paragraph C of this Article, the MPO shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities pursuant to 23 CFR Part 450, as amended:
1. Formulating, approving, and periodically updating a multimodal metropolitan transportation plan (MTP) for the Planning Area, which shall conform to all applicable federal requirements and work program content and schedules.
 2. Reviewing and implementing the MPO MTP in a timely manner for use as a guide in local transit planning and programming activities.
 3. Coordinating of long-range (6-20 years) transit planning and programming with other transportation planning and programming agencies, with cooperation and assistance from DART. Cooperating with and assisting DART in short-and mid-range (up to six (6) years) transit planning and programming.
 4. Generating and annually [formulating and](#) approving the transportation improvement program (TIP) for the Planning Area, which shall cover a period of not less than four (4) years and may include projects outside the Planning Area for information only. DART will formulate the transit portion of the TIP for consideration and inclusion in the TIP.
 5. Assessing the conformity of the [Planning Area transportation plan MTP](#) and TIP with the State Implementation Plan for Air Quality Management.
 6. Conducting such additional air quality related transportation planning and analyses as shall be determined by agreement between MPO and the Iowa DOT.
 7. Generating and annually [formulating and](#) approving the [unified- Unified P](#) ~~Planning~~ ~~Work~~ ~~P~~rogram (UPWP), which shall identify all transportation-related planning activities to be funded with state and federal financial aids and technical assistance in accordance with applicable law and regulations and the time schedule adopted by the Iowa DOT. The MPO will coordinate with DART to formulate the transit portion of the UPWP for consideration and inclusion in the UPWP.
 8. Providing one of the necessary forums for cooperative transportation planning and decision-making, and establishing a public involvement process that ensures opportunities for early and continuing involvement of local governmental units, DART, the general public, and others in the review and evaluation of all transportation plans and programs.
 9. Considering and implementing planning guidance received from the Iowa DOT to the fullest extent consistent with local goals.

10. Making data, assumptions, criteria, methodology, and analyses available to the Iowa DOT and other participants in a timely manner.
 11. Providing the Iowa DOT with copies of all transportation plans and program initiatives and all resolutions concerning their adoption or endorsement.
 12. Providing the Iowa DOT with an annual self-certification [and a quadrennial review](#) that [the](#) MPO's transportation planning process conforms with all applicable federal requirements pursuant to 23 CFR PART 450.
 13. Complying with planning and corresponding certification procedures regarding Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, both as amended from time-to-time, and regulations promulgated under either.
 14. Formulating, approving, and periodically updating a coordinated human service/public transportation plan, also known as a Passenger Transportation Plan, which shall conform to all applicable federal and state requirements.
 15. Providing support, via the MPO's Regional Travel Demand Model, to assist DART's operational planning efforts, as necessary.
 16. Coordinating efforts among the Iowa DOT and DART to comply with 23 CFR 450.314(h) which states that MPOs, states, and transit providers shall jointly agree upon and develop specific written provisions for cooperatively development and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, [as described in Article III.](#)
 17. Informing DART of traffic impact studies, corridor studies, comprehensive planning efforts, or other transportation planning efforts by local communities or the Iowa DOT that are on existing transit routes, planned transit routes, or otherwise may affect DART's operations.
- B. DART shall be responsible for and shall be considered the lead agency in conducting the following transportation planning and programming activities:
1. Preparing and updating a short-and mid-range (up to six (6) years) transit system development program, which shall include, but not be limited to, transit system policies and service demands, transit service modifications and extensions, transit fares, and transit system capital facilities needs dictated by federal policies and local needs.
 2. Providing information relative to the proposed programming of federal, state, and local funds for metropolitan transit system improvements and services, which fall under DART jurisdiction.
 3. Preparing and submitting applications for state and federal mass transportation capital and planning assistance grants and administering approved grants not inconsistent with the UPWP.

4. Conducting preliminary engineering and final design studies relating to mass transportation capital facilities including, but not limited to, transit stations, shelters, bus stop signs, garages, maintenance buildings, operator buildings, and rolling stock.
5. Conducting detailed operational planning necessary to establish or modify transit routes, schedules, fares, stop locations, transfer points, vehicle assignments, and other operating procedures, with support from the MPO's Regional Travel Demand Model, as necessary, in accord with the proposals contained in the five-year transit system development program and in keeping with the current TIP, UPWP, and MTP.
6. Preparing and updating paratransit service plans and making corresponding certifications regarding compliance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, both as amended from time-to-time, and regulations promulgated under either.
7. Reviewing and incorporating the MPO MTP in a timely manner for use as a guide in local transit planning and programming activities.
8. Conducting transit marketing planning including, but not limited to, the conduct of market surveys, the design of user information materials, and the development of transit promotion programs.
9. Conducting transit management planning including, but not limited to, activities related to personnel procedures and training programs, maintenance policies, fare collection and handling procedures, and accounting practices.
10. Collecting data to meet the requirements of the National Transit Data Base of the Federal Transit Act as amended.
11. Collecting data to meet any applicable requirements of Iowa DOT Administrative Rules.
- [12. Developing and adopting a Transit Asset Management Plan and updating the plan at least every four years.](#)
- [13. Developing and adopting Transit State of Good Repair \(SGR\) targets annually.](#)
- ~~12.~~[14.](#) Conducting continuing assessment of DART accident history and preparing and updating plans for risk management and accident reduction.
- ~~13.~~[15.](#) Coordinating with the MPO to formulate the transit portion of the UPWP for consideration and inclusion in the UPWP.
- ~~14.~~[16.](#) Participating in efforts led by the MPO to comply with 23 CFR 450.314(h) which states that MPOs, states, and transit providers shall jointly agree upon and develop specific written provisions for cooperatively development and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, and the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, [as described in Article III.](#)

~~15.17.~~ Providing to the MPO data necessary for complying with performance measure requirements, MTP and other transportation plan development, and development and maintenance of the MPO's Regional Travel Demand Model.

- C. Transportation planning responsibilities not assigned by this MOU shall be assigned to DART or the MPO by a subsequent agreement between the parties and will be performed by the party to whom they are thus assigned.
- D. Nothing herein contained shall be interpreted to modify or abrogate duties imposed directly upon the respective parties by applicable statute or regulation, such as Title VI compliance and public participation.

Article III: Scope of Work and Geographic Area

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, 23 CFR 450.314(h) was amended to state:

The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances: when one MPO serves an urbanized area, when more than one MPO serves an urbanized area, and when an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA. These provisions shall be documented either as part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

The phase-in deadline for this requirement is May 27, 2018. The following approach was cooperatively developed to address 23 CFR 450.314(h):

- Agreement between the Iowa DOT and Metropolitan Planning Organizations on applicable provisions through documentation included in each MPO's Unified Planning Work Program.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each Metropolitan Planning Organization and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the Metropolitan Planning Organization and relevant public transit agencies.

Accordingly, the MPO and DART agree to the following provisions:

1. DART will adopt a Transit Asset Management (TAM) Plan by October 1, 2018, and will provide a copy to the MPO.
2. DART will update its TAM plan at least every four years, with a horizon period of at least four years. DART will provide a copy to the MPO whenever the TAM document is updated.
3. DART will adopt Transit State of Good Repair (SGR) targets annually. SGR targets will be reported to the FTA's National Transit Database and to the MPO.
4. Following the initial target setting, the MPO will choose to support DART's SGR targets or adopt MPO-specific targets no later than 180 days after the date DART sets its targets. MPO targets will be revisited as directed by FTA.
5. MPO staff will report the MPO SGR targets to the DOT.

Article IVH: Scope of Work and Geographic Area

The cooperative metropolitan transportation planning process shall be carried out in accordance with a UPWP approved by the MPO and the Iowa DOT, in consultation with appropriate transportation providers, including DART. DART, as one of the various transportation providers, will conduct its planning and operational activities in accordance with the approved UPWP and in keeping with the current TIP.

It is the intent of this MOU to assist the metropolitan transportation planning process in appropriately addressing the ten (10) factors identified in 23 U.S.C. 134(1) and 49 USC 5303(b) that are to be considered as part of the planning process.

The UPWP shall (1) address the planning priorities facing the Planning Area; (2) describe all metropolitan transportation and transportation related air quality planning activities anticipated within the Planning Area, regardless of funding source; (3) document planning activities to be performed with funds provided under Title 23, USC, and the Federal Transit Act; and (4) set forth a description of the specific metropolitan transportation planning activities and products to be completed each fiscal year, the corresponding staff and budgetary requirements, and the allocation of the total costs between the participating governments and cooperating agencies, including DART.

- A. Responsibility for the following planning activities shall be identified in the UPWP, where applicable.
 1. Preparing technical and other reports to assure documentation of the development, refinement, and reappraisal of the transportation plan.
 2. Conducting detailed corridor or sub-area studies to evaluate major transportation investment alternatives and their social, economic, and environmental impacts pursuant to 23 CFR Part 450.
 3. Providing for the involvement of traffic, ridesharing, parking, transportation safety and enforcement agencies; commuter rail operators; airport authorities; appropriate private transportation providers; and city officials.

4. Providing for the involvement of local, state, and federal environment resources and permit agencies as appropriate.
- B. The cooperative metropolitan transportation planning process that is to be conducted under this MOU, reflected in the UPWP and TIP, and governed by the provisions of 23 CFR Part 450, shall encompass the entire Planning Area.
- C. In developing the UPWP and performing activities pursuant to this MOU, the MPO will identify the likely effect of transportation policy decisions on land use and development, and the UPWP will be formulated to achieve consistency of transportation plans and programs with the provisions of all applicable short-and long-term, governmental land use and development plans in the Planning Area, including projections of Planning Area economic, demographic, environmental protection, growth management, and land use activities consistent with metropolitan and 10caVcentrai city development goals (community, economic, housing, etc.), and projections of potential transportation demands based on the interrelated level of activity in these areas.

Article IV: Organization and Administration

- A. The MPO shall appoint and maintain such citizen, technical, and/or policy committees and task force groups as deemed appropriate to carry out effectively the comprehensive metropolitan transportation planning process as set forth in the UPWP. DART shall have a voting representative who attends the MPO Transportation Technical Committee (TTC) and MPO Transportation Policy Committee (TPC) meetings and shall be otherwise represented on appropriate advisory committees and task force groups.
- B. MPO may enter into such institutional arrangements, service contracts, or agency agreements deemed necessary to carry out the scope of work under this MOU, with the understanding that the MPO shall remain accountable for completion of planning products in accordance with the UPWP. All such contracts, subcontracts, agreements, or other written understandings for services shall conform to the appropriate provisions of 49 CFR 18 (common rule) as supplemented by 23 CFR 20 issued by the Federal Highway Administration (FHWA), FTA Circular 4220.1B, and any changes or revisions thereto, and other applicable guidance that the FTA, FHWA, or USDOT may issue.
- C. When consultants are to be employed in accomplishing work under this MOU, all parties providing funding for such work shall have the right to review and advise on basic study methods, underlying assumptions, contemplated scope of work, and intended procedures, and to review and approve subcontracts.

Article VI: Inspection of Work

The Iowa DOT and the USDOT shall, at all times during the effective period of this MOU, be accorded proper facilities for inspection of the metropolitan transportation planning work activities and shall, in accordance with Article XI, have access to all data, information, records, and documents pertaining to the work under this MOU.

Article VII: Work Products

The MPO and DART shall give each other, and on request shall give appropriate Iowa DOT and USDOT personnel, the opportunity to review and comment on their respective reports produced under this MOU prior to publication of the final report. All reports and documents published by

the parties under this MOU shall give appropriate credit to all other parties and to participating Iowa DOT and USDOT agencies. The Iowa DOT and the USDOT shall have the royalty-free, nonexclusive, and irrevocable right to reproduce, publish, distribute, or otherwise use, and to authorize others to use, the work produced under this MOU for government purposes.

Article VIII: Prohibited Interest

No member, officer, or employee of MPO or any state or local public body during his or her tenure or for one year thereafter may have or acquire any interest whatsoever, direct or indirect, in this MOU or proceeds thereof or any benefit arising therefrom.

No member of or delegate to the Congress of the United States of America may have or acquire any interest whatsoever, direct or indirect, in this MOU or proceeds thereof or any benefit arising therefrom.

Article ~~VIII~~IX: Funding and Payment

Funding levels and financial responsibilities for the continuing metropolitan transportation planning process shall be established annually by DART and the MPO in conjunction with the preparation, review, approval, and implementation of the UPWP, and shall consider such factors as the availability of federal planning monies and state and local matching funds, statewide allocation formulas developed in cooperation with the MPO, and the relative benefits to and from participating agencies.

Upon adoption of the UPWP by the MPO and approval by the Iowa DOT, the UPWP shall be deemed to constitute a part of this MOU with respect to the scope of work and funding arrangements. Specific terms or conditions governing the financial aspects of the UPWP will be set forth in the Iowa DOT annual authorization letter and shall bind and benefit the parties to this MOU. All costs incurred during the progress of the metropolitan transportation planning work activities under this MOU shall be shared by the MPO and the other participating agencies on the basis of the cost allocation schedule set forth in the UPWP and/or the approved MPO budget.

Progress reports containing a narrative and financial account of the work accomplished to date pursuant to this MOU, and funded in whole or in part by or through either party to the other, shall be furnished by the MPO and DART, respectively, at no greater than quarterly intervals. These reports shall be due forty-five (45) days, after the end of the first, second, and third quarters, and sixty (60) days after the final quarter. It is mutually acknowledged that the Iowa DOT and/or the USDOT may withhold or delay approval of invoices if required progress reports or scheduled products are not submitted in a timely and satisfactory manner.

Article IX: Cost Principles

- A. Allowable Costs. Actual costs incurred under this MOU and for which any reimbursement is sought shall meet the following criteria:
1. Are verifiable from records of the MPO or DART, as the case may be.
 2. Are not included as match funds as prescribed by federal law or regulation for any other federally assisted program.
 3. Are necessary and reasonable for proper and efficient accomplishment of the UPWP.

4. Are in conformance with the standards for allowability of costs set forth in Office of Management and Budget (OMB) Circular A-87, revised, and with applicable guidelines, regulations, or federal agreement provisions issued by the USDOT, FHWA, or FTA.
 5. Are not paid by the federal government under another assistance agreement unless authorized for use as match funds under another federal agreement and the laws and regulations governing such agreement.
 6. Are provided for in the approved UPWP budget.
 7. No contributions where costs are not incurred, such as volunteer services or donated property may be accepted on the non-federal share.
- B. Indirect Costs. Expenditures charged on an indirect basis shall be supported by an indirect cost allocation plan and/or indirect cost proposal. Such plans and/or proposals will be negotiated and approved by the relevant state and/or federal agency prior to recovering any indirect costs incurred under this MOU.

Article XI: Property Utilization and Management

It is mutually acknowledged, and this MOU is made subject to the requirement that the MPO and DART must comply with proper management standards as set forth in 49 CFR §§ 18.31, 18.32, 18.33, and 18.36, as amended, and, if applicable, the revised OMB Circular A-L02, as amended.

Article XII: Records and Audits

The MPO and DART, respectively, shall, for the continuing, cooperative, and comprehensive transportation planning and programming process, maintain accounting systems, which adequately account for all funds provided for, accruing to, or otherwise received from the federal, state, or local units of government or any other quasi-public or private source under this MOU and/or the UPWP, all in accordance with Generally Accepted Accounting Principles (GAAP).

All eligible costs, including paid services and expenses contributed by the MPO, shall be charged to the approved UPWP and shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All accounting records and other evidence pertaining to the costs incurred by MPO or DART under this MOU or the UPWP shall be maintained by the MPO or DART, as the case may be, and shall be clearly identified and readily accessible. The Iowa DOT and the USDOT shall have authority to audit, review, examine, copy, and transcribe any pertinent data, information, records, or documents relating to this MOU or the UPWP at any reasonable time. The MPO and DART, as the case may be, shall retain all records and documents applicable to this MOU or the UPWP for a period of not less than three (3) years after final payment is made by any federal funding agency.

The MPO and DART, respectively, shall each have a single, organization-wide financial and compliance audit performed by a qualified, independent auditor if required to do so under federal laws and regulations (see OMB Circular A-128, Sec. 4). The audits shall be performed in accordance with OMB Circular A-128, and any state single, organization-wide audit guidelines. A copy of the audits shall be furnished to the Iowa DOT and USDOT upon request.

Article XIII: Certification Regarding Lobbying

The respective signatories for the MPO and DART, certify by signing this MOU that, to the best of his or her knowledge and belief, no federal appropriated funds have been paid or will be paid, by or on behalf of their respective agencies, to any person for the purpose of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant or making of any federal loan, the entering into of any Memorandum of Understanding or other cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or Memorandum of Understanding, the entity will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed by the respective parties when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction pursuant to Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The MPO and DART each also agrees by signing this MOU that it shall require that the language of this certification be included in all lower tier subcontracts that exceed \$100,000 and that all such subcontractors shall certify and disclose accordingly.

Article XIV: Effective Date and Duration of MOU

This MOU shall become effective when signed on behalf of the MPO and DART, and shall remain in force unless and until terminated under provisions of Article XIV, or until superseded by a new MOU. This MOU may be amended from time to time as facts or circumstances warrant or as may be required by federal and/or state laws, administrative regulations, departmental orders, or guidelines having the full force and effect of law.

Article XV: Termination of MOU

Either the MPO or DART may terminate this MOU by giving sixty (60) days written notice of such termination to the other party. In the event of termination, the respective parties will be entitled to receive just and equitable compensation for any satisfactory work completed under this MOU or the UPWP up to the effective date of such termination.

Article XVI: Miscellaneous

Time is of the essence of this MOU. This MOU is made in the State of Iowa and shall be modified or amended by a written document signed by the party against whom enforcement is sought. Where this MOU requires or contemplates the approval or consent of any party, such approval or consent will not be unreasonably withheld. This MOU may be signed in more than one counterpart, in which case each counterpart shall constitute an original of this MOD. Article and

other headings are for convenience only and are not intended to expand or restrict the scope or substance of the provisions of this MOD. Whenever notice is required by this MOU, it will be given in writing and delivered personally, or it will be mailed in the United States Postal Service, postage prepaid and return receipt requested, and addressed to the other party at the last address reasonably known, in which case it will be deemed given when mailed. Wherever used herein, the singular shall include the plural, the plural shall include the singular, and pronouns shall be read as masculine, feminine or neuter as the context requires. The prevailing party in any litigation or arbitration relating to this MOU shall be entitled to recover reasonable attorney fees from the other party for all matters, including but not limited to appeals. Polk County, Iowa, shall be the proper venue for any litigation involving this MOD.

IN WITNESS WHEREOF, the parties have hereto caused this MOU to be executed by their proper officers and representatives having authority to do so.

METROPOLITAN PLANNING ORGANIZATION

[Tom Armstrong](#)[Steve Gaer](#), MPO Chairperson

Date _____

DES MOINES ARE REGIONAL TRANSIT AUTHORITY

[Tom Gayman](#), DART Commission Chairperson

Date _____



CONSENT ITEM



7C: Quarterly Investment Report

Staff Resource: *Amber Dakan, Finance Manager*

Background:

- DART began investing its reserve dollars in April, 2016 with the intent to maximize the value of our assets.
- The second quarter of FY2019 (October 1, 2018 – December 31, 2018) ended with \$5,740,959 in our investment portfolio.
- The current quarterly statement recognized \$31,728 in accrued income and appreciation.
- Portfolio assets are invested in money market funds, CDs, and US Treasury notes maturing in the next three months. Rates vary but the combined yield was 2.60%. This is up from a combined rate of 1.94% during the prior quarter.
- Attached within the packet is DART's Quarterly Investment Report.

Recommendation:

- Approve the recommended quarterly investment report for the second quarter of Fiscal Year 2019 (October 1, 2018 – December 31, 2018).



MILES *Capital*

Investment Review

Des Moines Area Regional Transit Authority

Period: October 1, 2018 – December 31, 2018

1415 28th St., Suite 200 | West Des Moines, IA 50266 | 800.343.7084

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Economic & Market Commentary:

The economy remained strong during the fourth quarter but financial markets showed increased volatility. Investors had a lot to digest with data on tariffs, Federal Reserve (Fed) activity, and growth expectations. Corporate earnings and sales were strong for the third quarter and labor markets remain strong with low unemployment. However, housing price growth has slowed due to increased mortgage rates and lower home affordability. The Fed has raised rates nine times since December 2015, and four times alone in 2018. The risks to the market include tariffs, inflation, Fed movements, future growth expectations and global uncertainty.

Strategy & Market Drivers:

Fourth quarter fixed income returns were heavily influenced by the Federal Reserve (Fed) raising rates and the flattening of the treasury curve, as well as general market volatility. During the quarter, the two-year Treasury yield declined by 30 basis points to 2.49 percent and the ten-year Treasury yield declined by 30 basis points as well to 2.68. The shape of the yield curve throughout the fourth quarter was relatively flat, and the two-ten year spread was 19 basis points at year end. The Fed has indicated they will raise rates two times during 2019 and once in 2020.

Outlook:

The U.S. economy is still in expansion mode, and we believe the markets have room to rebound. Earnings continue to grow, and valuations are attractive compared to historical averages. Meanwhile, the Federal Reserve has shown signs of a willingness to increase rates more gradually. However, bull markets cannot go on forever, and the current bull market has been grinding along since March 2009. 2019 may include more volatility, but also may present buying opportunities should there be further pull-backs.

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Portfolio Appraisal

Cusip/Ticker	Quantity	Security Name	Rating	Coupon	Maturity	Purchase Cost		Market Value		% of Assets	Estimated Annual Income	Yield
						Average Cost	Total Cost	Price	Value			
Short Term Liquidity												
Cash/Cash Equivalents												
GOIXX	14,474	FEDERATED GOVT OBLI FD-IS	NR	2.420		1.00	14,474	1.00	14,474	0.3	350	2.44
SA0004000	4,718,190	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	NR	2.620		100.00	4,718,190	100.00	4,718,190	82.4	123,617	2.63
TOTAL Cash/Cash Equivalents							4,732,664		4,732,664	82.6	123,967	2.63
Fixed Income												
912828ST8	1,000,000	US TREASURY N/B	AAA	1.250	4/30/2019	98.98	989,805	99.59	995,898	17.4	12,500	2.49
TOTAL Fixed Income							989,805		995,898	17.4	12,500	2.49
TOTAL PORTFOLIO							5,722,469		5,728,562			2.60
TOTAL ACCRUED INCOME									12,397			
TOTAL PORTFOLIO + ACCRUED INCOME									5,740,959			

Estimated Annual Yield (EAY) as shown is calculated using Yield to Maturity on Market Price (YTM) for fixed income securities and Current Yield for equity securities. Cost basis information should not be relied upon for tax purposes." DART Commission Agenda Packet - February 5, 2019

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Portfolio Performance

TOTAL RETURN (%)	QTD	YTD	1-year	3-year	5-year	Since Inception*
<small>(periods greater than 12 months annualized)</small>						
Client Portfolio (Gross)	0.56	1.88	1.88	—	—	1.26
Client Portfolio (Net)	0.54	1.80	1.80	—	—	1.19

*Since Inception date: April 1, 2016

Des Moines Area Regional Transit Authority:

Periods greater than one year are annualized. Past performance is not indicative of future performance. All performance figures include dividends and income, but do not include management fees.

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Account Activity Summary

Portfolio Value on 10/1/2018	\$3,215,985
Deposits/Withdrawals	\$2,500,301
Management Fees	(\$620)
Income	\$28,917
Appreciation	\$2,811
Change In Accrued Income	(\$6,435)
Portfolio Value on 12/31/2018	\$5,740,959

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
Short Term Liquidity							
Purchase							
10/01/2018	10/01/2018	10	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$9.53	
10/01/2018	10/01/2018	359	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$358.86	
10/31/2018	10/31/2018	6,250	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$6,250.00	
11/01/2018	11/01/2018	11	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$10.86	
11/01/2018	11/01/2018	391	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$391.02	
11/08/2018	11/08/2018	1,010,274	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,010,273.98	
11/09/2018	11/09/2018	1,019,335	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$1,019,335.20	
11/21/2018	11/21/2018	2,500,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2,500,000.00	
11/26/2018	11/26/2018	4,530,000	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$4,530,000.00	
12/03/2018	12/03/2018	2,516	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$2,515.60	
12/03/2018	12/03/2018	2,335	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$2,335.49	
12/03/2018	12/03/2018	6	FIRST NATIONAL BANK OMAHA (ICS) - SAVINGS	SA0004000	\$100.00	\$6.21	
12/28/2018	12/28/2018	230	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$229.94	
			TOTAL Purchases			\$9,071,716.69	
Sell							
10/25/2018	10/25/2018	83	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$83.33	
11/26/2018	11/26/2018	4,530,000	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$4,530,000.00	
11/26/2018	11/26/2018	83	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$83.33	

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Purchases & Sales

Trade Date	Settle Date	Quantity	Security	Ticker	Unit Price	Amount	Gain Loss
12/24/2018	12/24/2018	153	FEDERATED GOVT OBLI FD-IS	GOIXX	\$1.00	\$153.06	
TOTAL Sales						\$4,530,319.72	
Maturity							
11/08/2018	11/08/2018	1,000,000	CDARS CD FIRST NATIONAL BANK OMAHA	6AMCD2103	\$100.00	\$1,000,000.00	
11/09/2018	11/09/2018	1,012,800	BANKERS TRUST CD	CD1005785	\$100.00	\$1,012,800.00	
TOTAL Maturities						\$2,012,800.00	

Des Moines Area Regional Transit Authority

As of: December 31, 2018

Disclosures:

The information provided in these reports is confidential and intended for existing client use only. All information contained herein is believed to be correct, but accuracy cannot be guaranteed and should not be relied upon for legal or tax reporting purposes. These reports are not intended for clients to use as a replacement for custodial statements, which should be considered the official record. Miles Capital encourages clients to compare and verify the information in this report with the custodial statement.

All expressions of opinion and predictions in this report are subject to change without notice. This report is not intended to be nor should it be relied upon in any way as a forecast or guarantee of future events regarding a particular investment or the markets in general. The information in this document derived from sources other than Miles Capital is believed to be accurate and is not independently verified nor guaranteed to be accurate or valid. If shown in this report, security and portfolio level analytics with respect to fixed income portfolios are derived opinions and market assumptions made by Miles Capital. Some of the assumptions with respect to fixed income portfolios and the underlying investments include, but are not limited to, expected levels of volatility, prepayment rates, default rates and recovery rates of certain assets held in the portfolio. Future market experience may differ from these opinions and assumptions.

Past performance is not a guarantee of future results. As with all strategies, there is a risk of loss of all or portion of the amount invested.

No chart, graph or formula can by itself determine which securities an investor should buy or sell.

Cost Basis in this statement reflects estimated unrealized or realized gains or losses for informational purposes only. Cost basis information is not verified by Miles Capital and should not be relied upon for legal or tax purposes. This statement should not be used for tax preparation without assistance from a tax consultant. Miles Capital does not report capital gains or losses for securities to the IRS.

Estimated Annual Income (EAI), when available, is used in this report to reflect the amount a client would earn on a security if its current position and related income remained consistent for a year. EAI reflects only the income generated by an investment. It does not reflect changes in its price, which may fluctuate.

Estimated Annual Yield (EAY), when available, is used in this report to reflect the current EAI divided by the current value of the security as of the statement closing date.

EAI and EAY are estimates and the actual income and yield may be lower or higher than the estimated amounts. The information used to derive these estimates is obtained from various outside vendors; Miles Capital is not responsible for estimated annual income and yields which are either missing or incorrect.



ACTION ITEM



8A:	Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates Revision
Action:	Approve the revised Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates

Staff Resource: *Elizabeth Presutti, Chief Executive Officer*
Paul Drey, DART Legal Counsel

Background:

- The current Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates has not been updated since May 2014.
- Given that the policy has not been reviewed in nearly five years and that the DART Commission has been reconstituted since then, staff felt that the policy should be reviewed and brought forth for approval with any recommended changes.
- Staff and DART legal counsel have reviewed the policy and is recommending some minor edits and clarifications to the Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates.
- The proposed Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates is attached in a redlined version.

Recommendation:

- Approve the revised Code of Ethics and Conflict of Interest Policy for DART Commission Members and Alternates.



Code of Ethics and Conflict of Interest Policy for DART Commission Members and Commission Alternates



SCOPE:	DART COMMISSON MEMBERS AND COMMISSION ALTERNATES
RESPONSIBLE DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	JULY 1, 2014
REVISION DATE:	FEBRUARY 5, 2019
APPROVED BY:	DART COMMISSION

Purpose:

It is DART's policy that Commissioners and Alternates shall: (a) avoid any conflicts of interest as well as the appearance of any conflicts of interest that may interfere with proper management and operation of DART; (b) not use his/her position as a Commissioner or Alternate for personal advancement or gain or for avoidance of personal detriment or loss; and (c) act in the best interest of DART in performance of his/her duties and responsibilities for DART.

This Code of Ethics and Conflict of Interest Policy for DART Commission Members and Commission Alternates (this "Policy") is applicable to all Commissioners and Alternates, and this Policy shall be deemed to have incorporated by this reference [applicable laws and regulations, including without limitation](#), the applicable laws set forth in Iowa Code Chapter 68B [and Iowa Code section 331.342](#). This Policy is intended to: (a) act as a guide for Commissioners and Alternates to properly administer the functions of DART in a manner that best illustrates independent, impartial, and responsible management of DART; (b) provide a guide for Commissioners and Alternates in avoiding situations that may give rise to an appearance of impropriety even if there is no actual or implied impropriety; and (c) provide protection for DART, its Commission, its employees, and the citizens being served by DART against public decisions that may be affected by undue influence or conflicts of interest.

Definitions:

For purposes of this Policy, the following terms or phrases shall have the following meanings:

- **"Alternate" or "Alternates"** shall mean a duly elected Commission alternate or the duly elected Commission alternates.
- **"Commission"** shall mean DART's duly elected policy-making and governing body.
- **"Commissioner" or "Commissioners"** shall mean a duly elected member or the duly elected members of the Commission.
- **"DART"** shall mean Des Moines Regional Transit Authority, an Iowa Code Chapter 28E entity.
- **"Financial interest"** shall mean any legal or equitable interest that would provide a financial benefit.
- **"Immediate family"** shall mean a person's spouse, child, parent, sibling, grandchild, or grandparent, as well as the various combinations of half, step, foster, in-law, and adopted relationships that can be derived from such family members.

Code of Ethics and Conflict of Interest Policy for DART Commission Members and Commission Alternates



Revision Date: February 5, 2019

Conflicts of Interest:

DART is committed to the highest standards of integrity in conducting its affairs, and Commissioners and Alternates shall not engage in any act that is in conflict with his/her performance of their duties and responsibilities for DART. In the event a Commissioner or Alternate is involved in a conflict of interest or a situation that may potentially evolve into a conflict of interest, he/she shall make prompt, full disclosure in writing to the Chair of the Commission and the Clerk of the Commission. Commissioners and Alternates shall be deemed to have a conflict of interest if he/she:

- A. Receives or has any financial interest in any transaction with DART involving services, materials, equipment, or property when such financial interest is obtained with prior knowledge that DART intends to enter into a transaction for such services, materials, equipment, or property.
- B. Accepts or seeks on behalf of others any service, information, or item of material value on more favorable terms than those granted to the public generally from DART or any person, firm, or organization providing any services, materials, equipment, or property to DART.
- C. Accepts any gratuity, gift, favor, or any other item of material value from any person, firm, or organization providing services or seeking to provide services, materials, equipment, or property to DART. A conflict of interest is deemed to exist where a reasonable and prudent person would believe that it was given for the purpose of obtaining special consideration or influence. In certain circumstances, Commissioners and Alternates are authorized to receive certain items (e.g., gifts) for the purpose of redistribution of such items to the employees, passengers, and general public in order to promote goodwill among such employees, passengers, and general public. DART's ~~General Manager~~ Chief Executive Officer or his/her designee shall designate the events for which such gifts may be received.
- D. Influences or participates in the selection or non-selection of, or the course of doing business with, an organization, person, or firm having or seeking a business relationship with DART if he/she, personally or through his/her immediate family, has a financial interest in said person, organization, or firm.
- E. Remains an employee, officer, partner, member, shareholder, director, or consultant of any organization or firm or an employee or business associate of any person contracting with or providing any services, materials, equipment, or property to DART.
- F. Uses or discloses confidential information acquired by reason of his/her position as a Commissioner or Alternate in such a way as to obtain a financial interest or other benefit for himself/herself or any member of his/her immediate family.
- G. Engages in or accepts private employment or renders services for a person, firm, or organization when such employment or service is incompatible with the proper discharge of his/her duties and responsibilities as a Commissioner or Alternate or would impair the independent judgment or actions in the performance of such duties and responsibilities.
- H. Appears on behalf of a private interest before any governmental agency regulating or funding the operations of DART or represents a private interest in any litigation to which DART is a party, unless the Commissioner or Alternate has a personal interest and this personal interest has been disclosed to the Chair of the Commission and the Clerk of the Commission.
- I. Knows, or, in the exercise of reasonable care, should have known that he/she directly or indirectly possesses a financial interest in any business entity which contracts with or provides

Code of Ethics and Conflict of Interest Policy for DART Commission Members and Commission Alternates



Revision Date: February 5, 2019

any services, equipment, materials, or property to DART without disclosing such financial interest to the Chair of the Commission and the Clerk of the Commission.

- J. Participates in a transaction involving the appointment, termination, promotion, demotion, discipline, approval of a salary increase or decrease or the supervision of the work of a member of the immediate family or any other person in whom the Commissioner or Alternate has a financial interest.
- K. Engages in any arrangement or transaction, whether personally or through his/her immediate family, that might dissuade the Commissioner or Alternate from acting in DART's best interests.

It will be the responsibility of each Commissioner and Alternate to be aware of an actual, apparent or potential conflict of interest. It will also be the responsibility of each Commissioner and Alternate to take the action necessary to disclose or eliminate such a conflict of interest. Should a conflict of interest arise for a Commissioner or Alternate, such Commissioner or Alternate should not participate in any Commission action or discussion relating to the issue.

Resolution of Conflicts of Interest:

Commissioners and Alternates may request in writing, or may be directed to provide information in writing on any matters that pertain to any real or potential conflict of interest. Requests for information are channeled through the Chair of the Commission and the Clerk of the Commission and will be addressed by an official body composed of appointed members of the Commission, DART's General Manager/Chief Executive Officer and legal counsel who have the responsibility to investigate the issues and take appropriate corrective measures.

The Chair of the Commission will appoint a committee of Commission members to review any real, implied, actual, apparent or potential conflict of interest of any Commissioner or Alternate. The committee will act as a fact-finding body and shall present the findings of fact to the entire Commission, excluding the Commissioner in question, for discussion, deliberation, and formal action upon such matter consistent with the Commission's policy-making duties and Iowa law.

Enforcement:

Any Commissioner or Alternate who violates this Policy may be subject to disciplinary action, including termination and removal from the Commission. The disciplinary action permitted under this Policy shall be in addition to, and shall not supersede, any other rights or remedies provided by law. Commissioners and Alternates having knowledge of any violation of this Policy shall promptly report such violation to the Chair of the Commission. When questions regarding this Policy arise, contact the Chair of the Commission or DART's General Manager/Chief Executive Officer.

Policy Review:

This Policy should be reviewed annually and the attached Conflict of Interest Declaration for DART Commissioners and Alternates should be completed annually by each Commissioner and Alternate.

**CONFLICT OF INTEREST DECLARATION
FOR DART COMMISSIONERS AND ALTERNATES**



In accordance with the **CODE OF ETHICS AND CONFLICT OF INTEREST POLICY FOR DART COMMISSION MEMBERS AND COMMISSION ALTERNATES (the "Policy")**, all Commissioners and Alternates shall identify his/her affiliation with other firms or organizations in which there may be an actual, ~~or~~ apparent or potential conflict of interest.

I have read and understand the Policy. At this time, I am a Commissioner or Alternate and maintain a professional relationship with or financial interest in the following firms or organizations:

<u>ORGANIZATION</u>	<u>CONFLICT OF INTEREST</u>

This Conflict of Interest Declaration for DART Commissioners and Alternates is to certify that, except as described above, I do not now nor at any time during the past year have I had an actual, ~~or~~ apparent or potential conflict of interest in my position as a Commissioner or Alternate.

To the best of my knowledge and belief, I have no conflicts of interests nor am I aware of any violations or other matters to be reported in accordance with the Policy other than what has been reported herein. I will advise the Chair of the Commission of any subsequent circumstances that arise and which may come within the spirit of the Policy. In signing this Conflict of Interest Declaration for DART Commissioners and Alternates, I have considered all of my business relationships and financial interests.

Signature Commission Member or Alternate

Date



ACTION ITEM



8B:	Amalgamated Transit Union (ATU) Local 441 Labor Contract Agreement
Action:	Approve Tentative Agreements with ATU Local 441

Staff Resource: *Katie Stull, Chief Human Resources Officer*
Matt Brick, Brick Gentry, PC

Background:

- The duration of the current DART and the Amalgamated Transit Union Local 441 (ATU) labor agreement extends until June 30, 2019.
- On October 23, 2018 DART and the ATU met in a public meeting to exchange proposals for requested changes to the labor agreement.
- DART and the ATU began negotiations later in the day of October 23 and continued negotiating on October 24th.
- Negotiations resumed on November 19, 2018.
- Negotiations resumed on January 3rd and continued on January 4th, 2019.
- Negotiations resumed on January 9th and concluded that morning with the parties reaching a tentative agreement.
- The new agreement, if approved by the Commission, will be for three years, extending until June 30, 2022.

New Tentative Agreement:

The new tentative agreement includes the following changes to the existing labor agreement:

A. Economic Changes

Wages:

- **Effective July 1, 2019:** A market adjustment of \$1.00 per hour for Serviceperson, Buildings and Grounds and Utility Person positions before an across the board increase of 3.0%.
- **Effective July 1, 2020:** Across the board increase of 2.5%
- **Effective July 1, 2021:** Across the board increase of 2.0%

ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement



Medical Benefits:

ATU agreed to a modification % paid by employee on the High Deductible Health Plan as follows:

Plan 1	Current % Paid by Employee	% to be Paid Effective 07/01/16
Single	17.5%	17.5%
Single + Spouse	40%	40%
Single + Child	40%	40%
Family	40%	40%
High Deductible Health Plan (Full Time)		
Single	7%	9%
Single + Spouse	9%	10%
Single + Child	10%	11%
Family	23%	24%
High Deductible Health Plan Part Time)		
Single	25%	25%
Single + Spouse	45%	45%
Single + Child	45%	45%
Family	45%	45%

Tool Allowance:

Effective July 1, 2019:

The tool allowance will be increased by \$50 bringing it up to the \$600 per year level for Technicians. Total Cost \$1,200.

The total 1st Year Cost as a % of Current Budgeted Wages and Statutory Expenses will be approximately 2.94%. This does not include any annual increases for health insurance premiums.



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

B. CONTRACT LANGUAGE CHANGES

- **The Table of Contents**

The table of contents currently reads:

SECTION I
SECTION II: Union and Employer Rights and Responsibilities
SECTION III: Leave of Absence
SECTION IV: Discipline, Grievance and Arbitration
SECTION V: Insurance Provisions
SECTION VI: General Benefits
SECTION VII: Vacation
SECTION VIII: Seniority
SECTION IX: Reports, License and Holidays
SECTION X: Part-time Employees
SECTION XI: Hourly Wage Rates
SECTION XII: Escalator Cost-of-Living Agreement
SECTION XIII: Uniforms and Tool Allowance
SECTION XIV: Transferring of Employees
SECTION XV: Picket Line
SECTION XVI: Schedule, Number of Buses Running, and Employment Levels
SECTION XVII: Runs
SECTION XVIII: Holiday Work
SECTION XIX: Definitions
SECTION XX: Full-time Extra Board
SECTION XXI: Operator Seniority
SECTION XXII: Bidding of Runs, Vacation, Holding Runs, and Bumping
SECTION XXIII: Special Work
SECTION XXIV: Hours of Service
SECTION XXV: Overtime
SECTION XXVI: Jurisdiction and Seniority
SECTION XXVII: Bidding of Jobs and Vacations
SECTION XXVIII: Reopener Clause
SECTION XXIX: Duration of Agreement



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

Will be revised to read:

- ARTICLE 1
- ARTICLE 2: Union and Employer Rights and Responsibilities
- ARTICLE 3: Leave of Absence
- ARTICLE 4: Discipline, Grievance and Arbitration
- ARTICLE 5: Insurance Provisions
- ARTICLE 6: General Benefits
- ARTICLE 7: Vacation
- ARTICLE 8: Seniority
- ARTICLE 9: Reports, License and Holidays
- ARTICLE 10: Part-time Employees
- ARTICLE 11: Hourly Wage Rates
- ARTICLE 12: Escalator Cost-of-Living Agreement
- ARTICLE 13: Uniforms and Tool Allowance
- ARTICLE 14: Transferring of Employees
- ARTICLE 15: Picket Line
- ARTICLE 16: Schedule, Number of Buses Running, and Employment Levels
- ARTICLE 17: Runs
- ARTICLE 18: Holiday Work
- ARTICLE 19: Definitions
- ARTICLE 20: Full-time Extra Board
- ARTICLE 21: Operator Seniority
- ARTICLE 22: Bidding of Runs, Vacation, Holding Runs, and Bumping
- ARTICLE 23: Special Work
- ARTICLE 24: Hours of Service
- ARTICLE 25: Overtime
- ARTICLE 26: Jurisdiction and Seniority
- ARTICLE 27: Bidding of Jobs and Vacations
- ARTICLE 28: Reopener Clause
- ARTICLE 29: Duration of Agreement



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

- **Article 3.7 (Funeral Leave)**

Section 3.7 of the current agreement reads:

Leave of absences without loss of pay will be granted for work time lost due to a death in the family on the following basis:

- a) Up to three (3) days for work time actually lost one of which must be the date of the funeral in the case of an employee's mother (step), father (step), children (including legally adopted and stepchildren), spouse, brother, sister, employee's mother-in-law, father-in-law, employee's grandparents, employee's grandchildren, and lifelong partner. Lifelong partner to be documented by an affidavit certifying that no member of the couple is legally married to another person and they are not related to each other. The affidavit must also affirm that the couple is/has been co-habiting (for a period of six months) and share an exclusive relationship. The couple must be financially interdependent, as evidenced by joint property, joint checking and/or savings accounts.
- b) Additional leave without pay not to exceed that as provided in Section III, 3.1.
- c) Proof of death such as a copy of an obituary must be provided to the Company in order for the employee to receive compensation.
- d) Part time employees will be paid funeral leave at the rate of six (6) hours pay at the employees straight time hourly rate of pay for each lost day as described above.

Will be revised to read:

Leave of absences without loss of pay will be granted for work time lost due to a death in the family on the following basis:

- a) Up to three (3) days for work time actually lost one of which must be the date of the funeral, **memorial or celebration of life** in the case of an employee's mother (step), father (step), children (including legally adopted and stepchildren), spouse, brother, sister, employee's mother-in-law, father-in-law, employee's grandparents, employee's grandchildren, and lifelong partner. Lifelong partner to be documented by an affidavit certifying that no member of the couple is legally married to another person and they are not related to each other. The affidavit must also affirm that the couple is/has been co-habiting (for a period of six months) and share an exclusive relationship. The couple must be financially interdependent, as evidenced by joint property, joint checking and/or savings accounts.
- b) Additional leave without pay not to exceed that as provided in Section III, 3.1.
- c) Proof of death such as a copy of an obituary must be provided to the Company in order for the employee to receive compensation.

Part time employees will be paid funeral, memorial and celebration of life leave at the rate of six (6) hours pay at the employee's straight time hourly rate of pay for each lost day as described above.



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

- **Article 3.11 (Physical Exams)**

Section 3.11 of the current agreement, reads:

The Company for just cause may require an employee to submit to a physical examination by a physician duly licensed to practice in Iowa, to determine the employee's ability to adequately perform assigned duties and their ability to meet current DOT physical requirements for commercial drivers, if applicable.

Will be revised to read:

The Company for just cause may require an employee to submit to a physical examination by a physician duly licensed to practice in Iowa, to determine the employee's ability to adequately perform assigned duties, **with or without reasonable accommodation**, and their ability to meet current DOT physical requirements for commercial drivers, if applicable.

- **Article 4.2 (Human Resource titles)**

Section 4.2 of the current agreement reads:

An employee who claims a grievance shall present such grievance in writing, with or without his representative, to the *Human Resources Director*, or his designee within five (5) working days....

Will be revised to read:

An employee who claims a grievance shall present such grievance in writing, with or without his representative, to the **Human Resources Manager**, or his designee within five (5) working days....

In addition, throughout the previous agreement, the phrase "Human Resources Director" will be replaced with "Chief Human Resources Officer."

- **Article 5.2 (Employment Shifts)**

The second bullet of Article 5.2 of the current agreement, reads:

Employees working four (4) ten (10) hour days will be paid as if they worked five (5) days per week.

Will be revised to read:

Employees working **a shift other than five (5) days per week** will be paid as if they worked five (5) days per week.

- **Article 7.1.d (Vacation)**

The following verbiage will be added to the agreement:

Beginning January 1, 2022, for the 2021 calendar year, date of hire will be used to calculate the amount of vacation an employee earned.



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

- **Article 8.3 (Technicians Group)**

The sentence under TECHNICIANS GROUP in Section 8.3 of the current agreement reads:

The employees in this group shall be limited to Technician Apprentices, Technicians, Journey Level Technicians and Master Technicians.

Will be revised to read:

The employees in this group shall be limited to Technician Apprentices, **Technicians II, III and IV**, Journey Level Technicians and Master Technicians.

- **Article 8.4 (WARN Act)**

The first paragraph of Article 8.4 of the current agreement, reads:

The Company will comply with applicable law (e.g. The Iowa WARN Act) and give an employee as much notice as possible, with a copy to the Union, when the force is to be reduced. Employees whose positions are abolished may, within five (5) days, exercise their seniority rights over junior employees in any classification for which they are qualified.

Will be revised to read:

The Company will comply with applicable law (e.g. The Iowa WARN Act) and give an employee as much notice as possible, with a copy to the Union, when the **workforce** is to be reduced. Employees whose positions are abolished may, within five (5) days, exercise their seniority rights over junior employees in any classification for which they are qualified.

In addition, a new sentence will be added at the end of Section 8.4 to state: It is the employee's responsibility to keep DART supplied with a correct mailing address and phone number.

- **Article 8.7 (Grandfathered Seniority Rights)**

The second bullet of Article 8.7 of the current agreement, reads:

Employees covered by this Agreement who were promoted to supervisory positions or otherwise transferred to positions within the Company outside the Union prior to June 1, 2007, will retain and accumulate seniority rights in their former position.

Will be removed.



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

- **Article 10.9 (Bidding Process)**

The first paragraph of Article 10.9 of the current agreement, reads:

The Union and the Company will mutually agree on a procedure to complete the bidding process in no longer than two (2) working days. Each operator must bid, either in person or by furnishing his choices to the dispatcher on a bid slip. Any operator who fails to bid will be assigned a run as near like the one he is holding as possible, or the extra board if applicable. An operator will be considered available if he is working during the week runs are posted. There will be no bumping during the general bid.

Will be revised to state:

The Union and the Company will mutually agree on a procedure to complete the bidding process in no longer than two (2) working days. Each operator must bid, either in person or by furnishing his choices to the dispatcher on a bid slip. Any operator who fails to bid will be assigned a run as near like the one he is holding as possible. **An operator will be considered available if he is working during the week runs are posted. There will be no bumping during the general bid.**

- **Article 17.2 (Show ups)**

The second bullet of Article 17.2 of the current agreement, reads:

Show up, trippers and charter work assignments will pay a minimum of three (3) hours. Schoolwork assignments will pay a minimum of two (2) hours.

Will be revised to state:

Show up, trippers and **special services** work assignments will pay a minimum of three (3) hours. Schoolwork assignments will pay a minimum of two (2) hours.

- **Article 17.3 (Runs)**

A new paragraph of of Article 17.3 will be added that reads:

The company will make one retired Rideshare van available for ATU to operate to alleviate travel time concerns. An agreement pertaining to usage care and maintenance will be drafted between the company and ATU.

- **Appendix II (Overtime)**

A new paragraph of Appendix II will be added that reads:

The company will make its best effort to assign an evening mandatory piece to an Operator other than a show up.



ACTION ITEM

8B: Amalgamated Transit Union Local 441 Labor Contract Agreement

- **Appendix III (Apprenticeship Program)**

The second bullet of Article 17.2 of the current agreement, reads:

The parties adopt the DART Journeyman Apprenticeship Program dated 11/14/2013, for the duration of this contract unless extended by mutual agreement.

Will be revised to state:

The parties agree the DART Journeyman Apprenticeship Program will be discussed at Labor Management Meetings effective July 1, 2019.

Recommendation:

- Grant Approval for the Chief Executive Officer to sign the three (3)-year labor agreement with the Amalgamated Transit Union Local 441 that includes the outlined changes provided above as part of this action item.
- Copies of the full agreement will be available upon request



ACTION ITEM



8C: FY2020 Proposed Budget Public Hearing

Action: Approve a Public Hearing on the FY2020 Budget

Staff Resource: Jamie Schug, Chief Financial Officer

Background:

- Staff began preparing the FY2020 DART Budget this past fall and apprised the DART Commission monthly on any changes to the assumptions used to develop the proposed budget.
- A workshop was held with Commission members on January 18th where staff outlined the proposed FY2020 Budget in detail.
- The staff also met with the member government city managers on January 31st following the same format as the commission workshop.
- Updated summary revenue and expense charts for the proposed FY 2020 budget based on the feedback from the DART Commission budget workshop are attached.

FY 2020 Budget:

- DART has made significant progress in serving the community, but we continue to hear from residents, businesses and community leaders about many unmet needs. The DART FY2020 budget aims to continue this progress over the next year with the following strategic initiatives:
 - A major, but cost-neutral service change in the western and northern suburbs;
 - Long-range transit services planning and business modeling;
 - Implementation of an on-demand transit pilot in order to test new service models;
 - Rollout of an electric bus pilot in partnership with MidAmerican Energy;
 - Analysis of the costs and benefits of using smaller vehicles in DART's fleet;
 - Full implementation of the Safety Management System;
 - Expanded partnerships to increase access to transit.
- FY 2020 revenue assumptions include:
 - Residential rollback at 56.918%, up from 56.6209% in FY2019
 - Commercial rollback at 90%
 - Multi-Residential rate at 75% and will continue to drop by 3.75% per year until 2021
 - Withdrawal of Alleman and Granger; reducing revenue by \$14,249 and \$38,153 respectively
 - \$26,499 held as debt service reserve for future debt obligations for the cities of Alleman and Granger levied through property taxes
 - 1.35 cent Property Tax Levy Increase



ACTION ITEM

8C: FY2020 Proposed Budget Public Hearing

- Medicaid revenue reduced by \$500,000
- Additional \$115,000 in Paratransit Revenue for upcoming ESL transportation in partnership with City of West Des Moines and an expanded meal site pilot with Polk County
- Growth in RideShare revenue of 9.36%; \$80,100
- \$125,000 increase in partnership revenue
- \$675,000 in Federal Lease Funds
- Increase in State Operating Assistance of \$25,000
- FY 2020 expenditure assumptions include:
 - Average of 3% pay increase for staff based upon labor contracts - tentative agreement has been reached with ATU
 - 10% premium increase in health insurance expense for employees currently enrolled
 - IPERS Rates steady at FY19 levels
 - Maintain existing service levels
 - Long Range Plan budgeted for \$300,000
 - Additional maintenance expense planned for remaining at DART Way location
 - Growth in RideShare program of 9.36%; \$80,100
 - Increase in Local Match for grants of 12.25%; \$163,305
 - Planned software upgrades
- Staff did propose the following staffing additions to meet the growing needs of the organization, the net cost of these additions are:
 - IT Staffing \$30,000
 - Planning Staff \$146,000
 - Medicaid Temp \$20,000
 - Electric Vehicle Technician \$80,000
- Due to DART's current revenue situation and to support the planning initiatives, the baseline budget prescribes a 1.35 cent increase in the DART property levy. Should the Commission support the requested staffing additions then the total property tax levy would increase by 2.5 cents. This increase is in line with the financial funding study and forecasting done last year by HNTB.

Timeline:

Per the 28M Agreement, the Regional Transit Authority must hold a public hearing on the proposed budget and allow any member community or the public to provide information to the Commission prior to its adoption of the budget. A public hearing on the proposed budget is scheduled for:

Tuesday, March 5, 2019
12:00 P.M.
DART Offices – 620 Cherry Street
Des Moines, Iowa 50309



ACTION ITEM

8C: FY2020 Proposed Budget Public Hearing

The hearing will be held immediately prior to the regular DART Commission meeting where the Commission will consider adoption of the FY2020 budget in advance of the 28M Agreement's deadline of March 15, 2019.

Recommendation:

- Approve a Public Hearing on the FY2020 Budget



FY 2020 Consolidated Budget Overview

FY 2020 Budget	
Operating Revenue	\$7,895,533
Non-Operating Revenue	\$27,069,632
Total Revenue	\$34,965,166
Total Expenses	\$34,938,666
Surplus (Deficit)	\$26,499



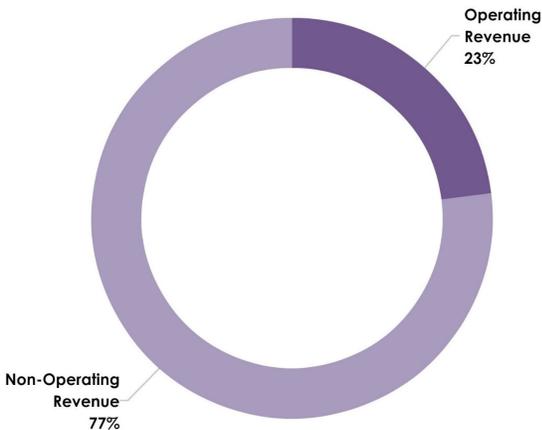
FY 2020 Budget Overview

	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Budget FY 2020	% Change FY2019/FY2020
Operating Revenue	\$7,136,757	\$6,917,742	\$8,101,400	\$7,895,533	(2.54%)
Non-Operating Revenue	\$23,611,280	\$24,268,133	\$25,034,088	\$27,069,632	8.13%
Total Revenue	\$30,748,037	\$31,185,875	\$33,135,488	\$34,965,165	5.52%
Salaries, Wages and Fringes	\$18,646,918	\$19,938,011	\$20,957,012	\$21,474,920	2.47%
Services	\$3,086,852	\$3,715,764	\$3,276,551	\$4,314,710	31.68%
Building and Grounds Materials	\$226,773	\$265,851	\$61,000	\$179,000	193.44%
Office Supplies	\$128,306	\$71,131	\$56,700	\$64,000	12.87%
Fuels and Lubricants	\$1,758,128	\$2,038,914	\$2,949,000	\$2,878,950	(2.38%)
Tires	\$190,173	\$152,718	\$166,000	\$165,800	(0.12%)
Equipment Repair Parts	\$1,721,301	\$1,557,207	\$1,582,256	\$1,594,250	0.76%
Supplies and Materials	\$255,291	\$218,254	\$250,480	\$286,600	14.42%
Utilities	\$352,062	\$449,302	\$492,000	\$560,750	13.97%
Insurance	\$801,783	\$914,194	\$1,128,760	\$1,164,000	3.12%
Purchased Transportation	\$251,724	\$256,129	\$188,500	\$209,500	11.14%
Miscellaneous Dept. Expenses	\$696,217	\$685,168	\$534,520	\$549,340	2.77%
Local Match	\$1,170,971	\$1,481,674	\$1,333,541	\$1,496,846	12.25%
Total Expenses	\$29,286,499	\$31,744,317	\$32,976,320	\$34,938,666	5.95%
SURPLUS (DEFICIT)	\$1,461,538	-\$558,442	\$159,168	\$26,499	

Budget Summary – Operating Revenue

	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Budget FY 2020	% Change FY2019/ FY2020
OPERATING REVENUE					
Cash Fares	\$3,999,804	\$3,984,638	\$4,655,500	\$4,775,033	3.16%
Other Contracted Services	\$2,375,957	\$2,080,071	\$2,570,900	\$2,097,500	(18.41%)
Polk County Funding	\$551,525	\$569,100	\$600,000	\$723,000	20.50%
Advertising Income	\$209,471	\$283,933	\$275,000	\$300,000	9.09%
TOTAL Operating Revenue	\$7,136,757	\$6,917,742	\$8,101,400	\$7,895,533	(2.20%)
NON-OPERATING REVENUE					
Interest Income (Expense)	(\$191,332)	(\$139,688)	(\$174,000)	(\$120,500)	(30.75%)
Sale Of Scrap	\$6,283	\$4,824	\$7,500	\$7,500	0.00%
DCS Rental Income	\$24,868	\$27,121	\$28,000	\$28,000	0.00%
Miscellaneous Income	\$60,257	\$118,222	\$41,000	\$61,000	48.78%
Property Tax Revenue	\$16,620,284	\$17,286,722	\$19,404,588	\$20,649,632	6.27%
Municipal Operating Assistance	\$680,000	\$680,000	\$0	\$0	0.00%
State Operating Assistance	\$1,517,504	\$1,607,610	\$1,650,000	\$1,675,000	1.52%
State Fellowships	\$53,881	\$64,830	\$0	\$0	0.00%
State Property Tax Backfill	\$691,142	\$634,140	\$610,000	\$610,000	0.00%
State Special Projects	\$3,258	\$0	\$0	\$0	0.00%
State Grant Funds	\$9,773	\$10,200	\$0	\$0	0.00%
CMAQ Funds	\$182,859	\$105,144	\$305,000	\$315,000	3.28%
FTA ADA - 5307	\$375,000	\$375,000	\$375,000	\$375,000	0.00%
5310 Cabs	\$186,794	\$177,052	\$180,000	\$185,000	2.78%
FTA Operating Income	\$2,595,000	\$2,595,000	\$2,595,000	\$2,595,000	0.00%
FTA Planning Income	\$67,800	\$0	\$0	\$0	0.00%
FTA 5311 Rural	\$17,461	\$11,507	\$12,000	\$14,000	16.67%
FTA Lease Funds	\$710,448	\$710,449	\$0	\$675,000	0.00%
TOTAL Non-Operating Revenue	\$23,611,280	\$23,428,133	\$25,034,088	\$27,069,632	8.02%
TOTAL REVENUE	\$30,748,037	\$30,345,875	\$33,135,488	\$34,965,165	5.52%

FY 2020 Operating Revenue as a % of Total Revenue

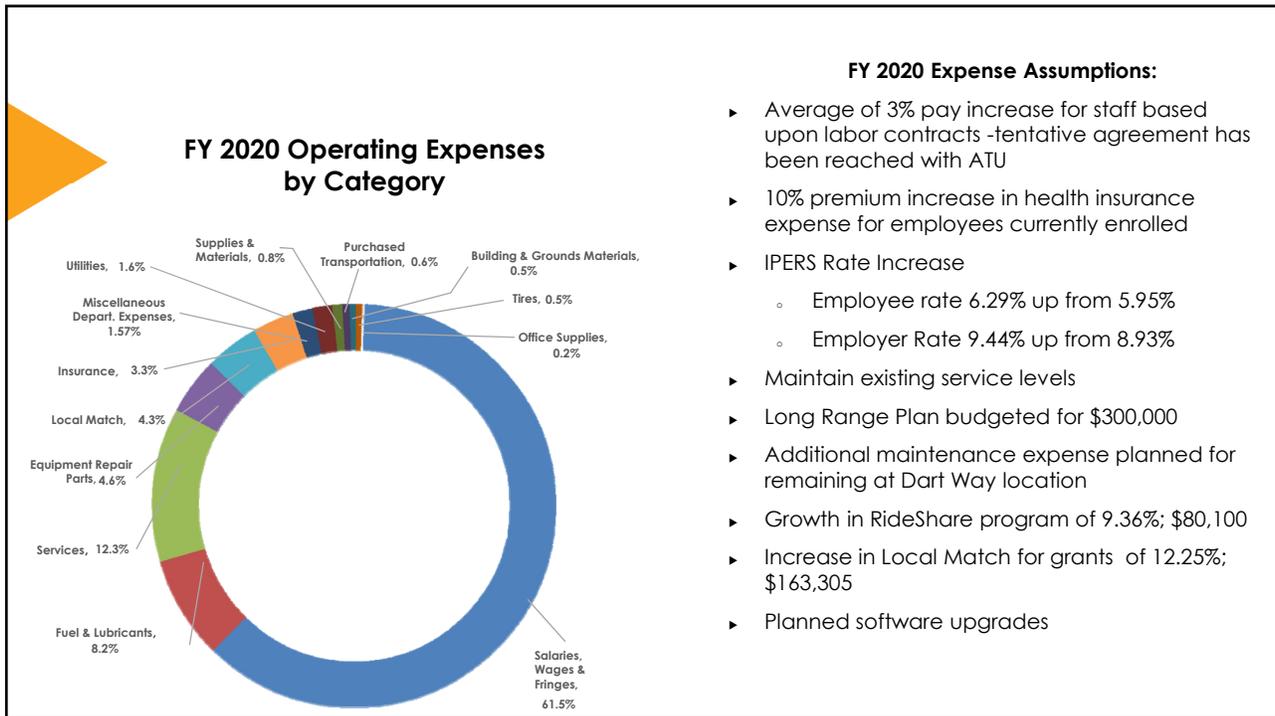


FY 2020 Revenue Assumptions:

- ▶ Residential rollback at 56.918%, up from 56.6209% in FY2019
- ▶ Commercial rollback at 90%
- ▶ Multi-Residential rate at 75% and will continue to drop by 3.75% per year until 2021. Impact of \$247,800 in FY20 and approx. \$1M cumulatively
- ▶ Withdrawal of Alleman and Granger; reducing revenue by \$14,249 and \$38,153 respectively
- ▶ \$26,499 held as debt service reserve for future debt obligations for the cities of Alleman and Granger levied through property taxes
- ▶ Medicaid revenue loss of \$500,000
- ▶ Additional \$115,000 in Paratransit Revenue for upcoming ESL transportation in partnership with City of West Des Moines and an expanded meal site pilot with Polk County
- ▶ 1.35 cent Property Tax Levy Increase
- ▶ \$675,000 in Federal Lease Funds
- ▶ Increase in State Operating Assistance of \$25,000
- ▶ Growth in RideShare program of 9.36%

Budget Summary – Operating Expenses

	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Budget FY 2020	% Change FY2019/ FY2020
Salaries, Wages and Fringes	\$18,646,918	\$19,938,011	\$20,957,012	\$21,474,920	2.47%
Services	\$3,086,852	\$3,715,764	\$3,276,551	\$4,314,710	31.68%
Building and Grounds Materials	\$226,773	\$265,851	\$61,000	\$179,000	193.44%
Office Supplies	\$128,306	\$71,131	\$56,700	\$64,000	12.87%
Fuels and Lubricants	\$1,758,128	\$2,038,914	\$2,949,000	\$2,878,950	(2.38%)
Tires	\$190,173	\$152,718	\$166,000	\$165,800	(0.12%)
Equipment Repair Parts	\$1,721,301	\$1,557,207	\$1,582,256	\$1,594,250	0.76%
Supplies and Materials	\$255,291	\$218,254	\$250,480	\$286,600	14.42%
Utilities	\$352,062	\$449,302	\$492,000	\$560,750	13.97%
Insurance	\$801,783	\$914,194	\$1,128,760	\$1,164,000	3.12%
Purchased Transportation	\$251,724	\$256,129	\$188,500	\$209,500	11.14%
Miscellaneous Depart. Expenses	\$696,217	\$685,168	\$534,520	\$549,340	2.77%
Local Match	\$1,170,971	\$1,481,674	\$1,333,541	\$1,496,846	12.25%
TOTAL EXPENSES	\$29,286,499	\$31,744,317	\$32,976,320	\$34,938,666	5.95%





ACTION ITEM



8D: Operations and Maintenance Facility 10% Design and Cost Estimate

Action: Approve a task order with Substance Architecture for 10% Design and Cost Estimate Not to Exceed \$575,000.

Staff Resource: Mike Tiedens, Procurement Manager

Background:

- DART's current Maintenance and Operations Facility located at 1100 DART Way was built in 1976 with a useful life of 40 years.
- In an effort to ensure we have an understanding of the facility needs over the next 10-20 years in order to maintain a state of good repair, DART has undertaken a facility assessment to identify and estimate upcoming infrastructure requirements that will be required to ensure the operational capability of the facility.
- Our current Architectural and Engineering firm, Substance Architecture, conducted the Facility Assessment, with assistance from Transit Facility specialists WSP. They thoroughly assessed the current condition of the facility from both an infrastructure perspective as well as an operational capability perspective.
- The preliminary findings of the assessment included:
 - An overview of the existing condition of the property.
 - A summary of the existing operational challenges that are inherent to the current design including:
 - Narrow garage doors, lack of storage and undersized paint booth
 - Facility limitations with migration to an Electric Bus fleet
- The total estimated costs to keep the facility in a State of Good Repair over the next 20 years exceeds \$30 million and doesn't take into account the facility constraints or the infrastructure necessary for a full migration to electric buses.
- The recommendations from the assessment is for DART to explore the potential of a new facility due to age of the facility, the immediate need to replace the majority of the utility infrastructure in the near future, the limitation on accommodations for electric buses and the development pressures around the site.
- Staff has also worked with Substance and WSP on:
 - Functional programming of a potential new facility in order to evaluate alternate locations.
 - Investigating potential new sites.
 - Developing an evaluation tool for potential new sites.



ACTION ITEM

8D: Operations and Maintenance Facility 10% Design and Cost Estimate

- In order for the DART Commission to make an informed decision on whether to continue to invest in DART's current Operations and Maintenance Facility or pursue a new facility, staff is recommending that we complete 10% design for a facility to get a better understanding of the cost of the facility as well as how the facility could be built in phases.

Work Elements for 10% Design:

- 10% design will include the services required to establish the functional relationships between components defined in the previous programming effort and site selection completed in 2018.
- The overall scope, scale and overall approach for the site, enclosure, structure, mechanical, electrical, plumbing and related systems will be developed to a level as required to establish a 10% complete construction estimate for the project.
- Site plan development will establish the overall approach to site circulation (people and vehicular), building placement, parking areas and overall site design strategy.
- Site stormwater management will be developed and described in narrative form. Final engineering and calculations will be developed in future phases.
- Soils testing and engineering to determine soil capacities and conditions for structural bearing capacities.
- Cost estimate based upon narratives and 10% complete drawings.
- Enroll project in MidAmerican New Construction program for energy savings strategy development.

Recommendation:

- Approve a task order with Substance Architecture for 10% Design and Cost Estimate Not to Exceed \$575,000.
- Funding for this design work will come DART's federal capital funding and associated local match.



ACTION ITEM



8E: December FY2019 Consolidated Financial Report

Action: Approve the December 2018 Consolidated Financial Report

Staff Resource: Amber Dakan, Finance Manager

Year-to-Date Budget Highlights:

Revenue:

- Fixed Route Operating revenue year to date is 0.64% below of budget projections. Cash Fares is operating under budget but being offset by Other Contracted Services and Mobile Ticketing exceeding budget expectations.
- Fixed Route Non-Operating revenue is higher than budget projections by 2.32% primarily due higher performing interest income and higher than budgeted State Operating Assistance revenue.
- Paratransit Operating revenue is under budget by 35.29%. Other Contracted Services trips accounts for the shortfall to revenue.
- Paratransit Non-Operating revenue is 0.88% over budget.
- Rideshare revenues are 6.38% below budget. Rideshare revenue does cover the year to date expenses.

Operating Expense:

- Fixed Route Budget Summary – Operating expenses are 1.70% below budget projections. Fuel, Insurance, and Equipment Repair Parts are the primary drivers for the savings year to date.
- Paratransit Budget Summary – Operating expenses are 5.87% under budget. Insurance Expense, Salaries, Wages, and Fringes, and Fuel and Lubricants are seeing the largest savings.
- Rideshare Budget Summary – Rideshare has a budget savings of 6.94% year to date. Salaries, Wages, and Fringes and Insurance Expense are the primary categories seeing savings.

Recommendation:

- Approve the December 2018 Consolidated Financial Report.

**** TOTAL Un-Audited Performance of December FY2019 Year to Date as Compared to Budget:**

Fixed Route	\$	499,637	Reserve for Accidents (See Balance Sheet):
Paratransit	\$	(181,121)	\$283,913.93
Rideshare	\$	<u>2,382</u>	
Total	\$	320,899	

FY2019 Financials:

December 2018

FIXED ROUTE	December 2018			Year-To-Date-(6) Months Ending 12/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	383,296	470,500	(87,204)	2,804,917	2,823,000	(18,083)
Non-Operating Revenue	1,926,605	1,952,302	(25,697)	11,986,074	11,713,814	272,260
Subtotal	2,309,901	2,422,802	(112,901)	14,790,990	14,536,814	254,177
Operating Expenses	2,256,130	2,409,538	153,408	14,211,769	14,457,230	245,460
Gain/(Loss)	53,771	13,264	40,507	579,221	79,584	499,637

PARATRANSIT	December 2018			Year-To-Date-(6) Months Ending 12/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	75,543	133,333	(57,791)	517,684	800,000	(282,316)
Non-Operating Revenue	145,926	133,872	12,054	810,285	803,231	7,054
Subtotal	221,469	267,205	(45,737)	1,327,969	1,603,231	(275,262)
Operating Expenses	247,442	267,205	19,763	1,509,089	1,603,231	94,141
Gain/(Loss)	(25,973)	-	(25,973)	(181,121)	-	(181,121)

RIDESHARE	December 2018			Year-To-Date-(6) Months Ending 12/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	67,365	71,283	(3,919)	400,409	427,700	(27,291)
Non-Operating Revenue	-	-	-	-	-	-
Subtotal	67,365	71,283	(3,919)	400,409	427,700	(27,291)
Operating Expenses	82,373	71,283	(11,089)	398,027	427,700	29,673
Gain/(Loss)	(15,008)	-	(15,008)	2,382	-	2,382

Summary	December 2018			Year-To-Date-(6) Months Ending 12/31/2018		
	Actual	Budgeted	Variance	Actual	Budgeted	Variance
Operating Revenue	526,204	675,117	(148,913)	3,723,010	4,050,700	(327,690)
Non-Operating Revenue	2,072,531	2,086,174	(13,643)	12,796,358	12,517,044	279,314
Subtotal	2,598,734	2,761,291	(162,556)	16,519,368	16,567,744	(48,376)
Operating Expenses	2,585,945	2,748,027	162,082	16,118,885	16,488,160	369,275
Gain/(Loss)	12,790	13,264	(474)	400,483	79,584	320,899



DISCUSSION ITEM



9A: Service and Fare Equity Policy

Staff Resource: *Luis Montoya, Planning and Development Manager*

Background:

- Title VI of the Civil Rights Act states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- The Federal Transit Administration (FTA) has several requirements to ensure that transit agencies comply with Title VI, among them the requirement to produce a Title VI Program every three years. DART last submitted a Title VI Program in June 2016, and is in the process of updating that program for submission to the FTA in May 2019. Various elements of the draft 2019 DART Title VI Program will be shared with the Commission at the February, March and April 2019 meetings for discussion and consideration of approval.
- As part of the Title VI Program, the FTA requires transit agencies to set policies to define a major service change requiring public outreach and analysis of impacts to communities served. The FTA also requires that transit agencies set thresholds of significance for impacts that changes to service or fares may have on minority and low income communities.
- Staff proposes the following:
 - Proposed Major Service Change Policy: A Major Service Change is when 25 percent or more of a route's revenue hours or revenue miles is added or reduced, or when the total revenue hours for the system is expanded or reduced by 10% or more.
 - Current Major Service Change Policy: A Major Service Change is when 25 percent or more of a route's ridership is affected. Ridership impacts are calculated based on alignment changes, frequency reductions, and frequency improvements on an absolute basis.
 - *The proposed changes relative to DART's existing Major Service Change policy is to use revenue hours or revenue miles as the relevant metric, as opposed to ridership, which is easier to quantify and for the public to interpret.*
- Staff propose the following Service Equity Policies:
 - Proposed Disparate Impact on Minority Populations: Any major service change on a route with concentrations of minority populations greater than 5 percentage points as compared to the system average is identified for disparate impacts.
 - Current Disparate Impact on Minority Populations: Any major service change route with concentrations of minority and/or low-income populations greater than the modal network average is identified for disproportionate impacts.
 - Proposed Disproportionate Burden on Low-Income Populations: Any major service change on a route with concentrations of low-income populations greater than 5 percentage points as compared to the system average is identified for disproportionate burden.



DISCUSSION ITEM:

9A: Service and Fare Equity Policy

- Current Disproportionate Burden on Low-Income Populations: Any major service change route with concentrations of minority and/or low-income populations greater than the modal network average is identified for disparate impacts.
- *The proposed changes relative to DART's existing service equity policies is to set the threshold of significance at 5 percentage points compared to the system average, as opposed to zero percentage points, which accounts for statistical variation and is consistent with industry best practices.*
- Staff Propose the following Fare Equity Policies:
 - Proposed Disparate Impact on Minority Populations: If a planned transit fare adjustment results in minority customers bearing a fare rate change of greater than 5 percentage points as compared to all customers, the resulting effect will be considered a minority disparate impact.
 - Current Disparate Impact on Minority Populations: If a planned transit fare adjustment results in minority populations bearing a fare rate change of greater than 5 percentage points as compared to non-minority populations, the resulting effect will be considered a minority disparate impact.
 - Disproportionate Burden on Low-Income Populations: If a planned transit fare adjustment results in low-income customers bearing a fare rate change of greater than 5 percentage points as compared to all customers, the resulting effect will be considered a low-income disproportionate burden.
 - Current Disproportionate Burden on Low-Income Populations: If a planned transit fare adjustment results in low-income populations bearing a fare rate change of greater than 5 percentage points as compared to non-low-income populations, the resulting effect will be considered a low-income disproportionate burden.
 - *The proposed changes relative to DART's existing fare equity policies is to analyze impacts to vulnerable populations relative to the system average, as opposed to relative to non-minority or non-low-income populations, which is consistent with FTA guidance.*
- The result of a disparate impact or disproportionate burden finding for a particular service or fare change would be that staff would explore possible alternatives and mitigations, and share the analysis and findings with the Commission so that the Commission ultimately can determine how to proceed.
- Staff will be bringing back to the Commission the Service and Fare Equity Policy back to the Commission for approval at the March Commission meeting.



DISCUSSION ITEM



9B: Quarterly Safety Report

Staff Resource: Patrick Daly, Operations Manager - Safety

Analysis of accidents for the 2nd Quarter of FY2019:

ACCIDENTS BY ROUTE:	2 nd QTR	2 nd QTR	YTD	YTD
	FY19	FY18	FY19	FY18
#1 – FAIRGROUNDS	1	1	4	2
#3 – UNIVERSITY	3	5	4	7
#4 – 14TH	2	0	3	2
#5 – FRANKLIN AVE/JOHNSTON	5	0	5	0
#6 – INDIANOLA AVE	1	1	2	2
#7 – SW 9 th ST	1	1	2	1
#8 – FLEUR DR	0	1	0	2
#9 – EXPRESSES	1	4	5	8
#10 – EAST UNIVERSITY	0	0	0	0
#11 – INGERSOLL/VALLEY JCT	1	0	1	1
#12 – ON PROPRETY	3	8	6	15
#13 – PARK AVE	4	0	4	0
#14 – BEAVER AVE.	2	0	3	1
#15 – 6 th AVE.	1	2	3	5
#16 – DOUGLAS AVE	2	2	3	3
#17 – HUBBELL AVE/ALTOONA	1	1	6	3
#50 – EUCLID/DOUGLAS	1	0	1	0
#52 – VALLEY WEST/JORDAN CR	2	1	2	2
#60 – INGERSOLL/UNIVERSITY	5	2	5	2
#72 – WDM/CLIVE FLEX	0	2	0	3
#73 – URBANDALE/WHTS FLEX	0	0	0	0
#74 – NW URBANDALE FLEW	0	0	0	1
#40 - LINK	0	1	1	1
#42 - STATE CAPITAL/D-LINE	6	0	7	3
#SS - SCHOOL ROUTES	2	0	2	1
#20 - PARATRANSIT	7	5	10	8
SP - Specials	0	0	1	0
R - RIDESHARE	0	2	0	2
A - ADMIN	0	0	0	1
M – MAINTENANCE	0	0	0	0
SF – STATE FAIR	0	0	3	1
DEADHEAD	0	0	1	0
TRAINING	0	1	1	1
Training	0	1	0	1
TOTALS	51	41	85	79



DISCUSSION ITEM:

9B: Quarterly Safety Report

ACCIDENTS BY TYPE:	2 nd QTR	2 nd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
BUS INTO FIXED OBJECT	11	25	21	39
PERSONAL INJURY	1	0	1	0
BUS INTO VEHICLE	13	4	18	9
VEHICLE INTO BUS	26	11	45	29
OTHER	0	1	0	2
STRUCK ANIMAL	0	0	0	0
MAINTENANCE	0	0	0	0
VANDALISM	0	0	0	0
TOTALS	51	41	85	79

ACCIDENTS BY CHARGEABILITY CODE:	2 nd QTR	2 nd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
NON PREVENTABLE	26	12	47	31
PREVENTABLE - OPERATOR	20	18	30	30
PREVENTABLE – ON PROPERTY	4	1	6	15
PREVENTABLE - SYSTEM	0	8	1	2
UNDETERMINED	1	2	1	1
TOTALS	51	41	85	79

ACCIDENTS BY SERVICE	2 nd QTR	2 nd QTR	YTD	YTD
	<u>FY19</u>	<u>FY18</u>	<u>FY19</u>	<u>FY18</u>
FIXED ROUTE	42	27	67	60
PARATRANSIT	7	5	11	8
RIDESHARE	0	2	0	2
ADMINISTRATION	0	0	0	1
MAINTENANCE/SERVICE	2	5	3	5
STATE FAIR	0	0	3	1
TRAINING	0	1	1	1
TAXI	0	1	0	1
TOTALS	51	41	85	79



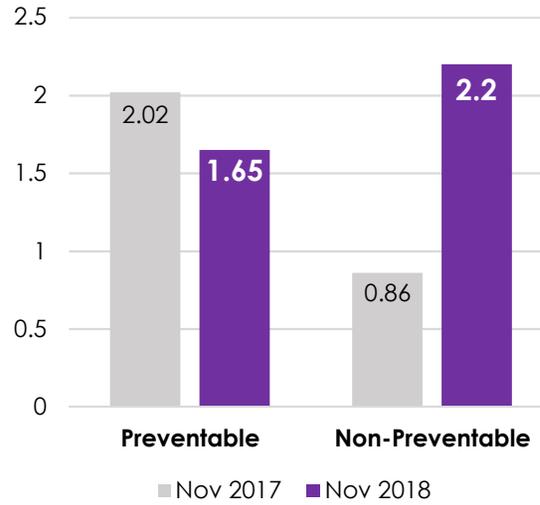
Performance Summary – November 2018

Ridership

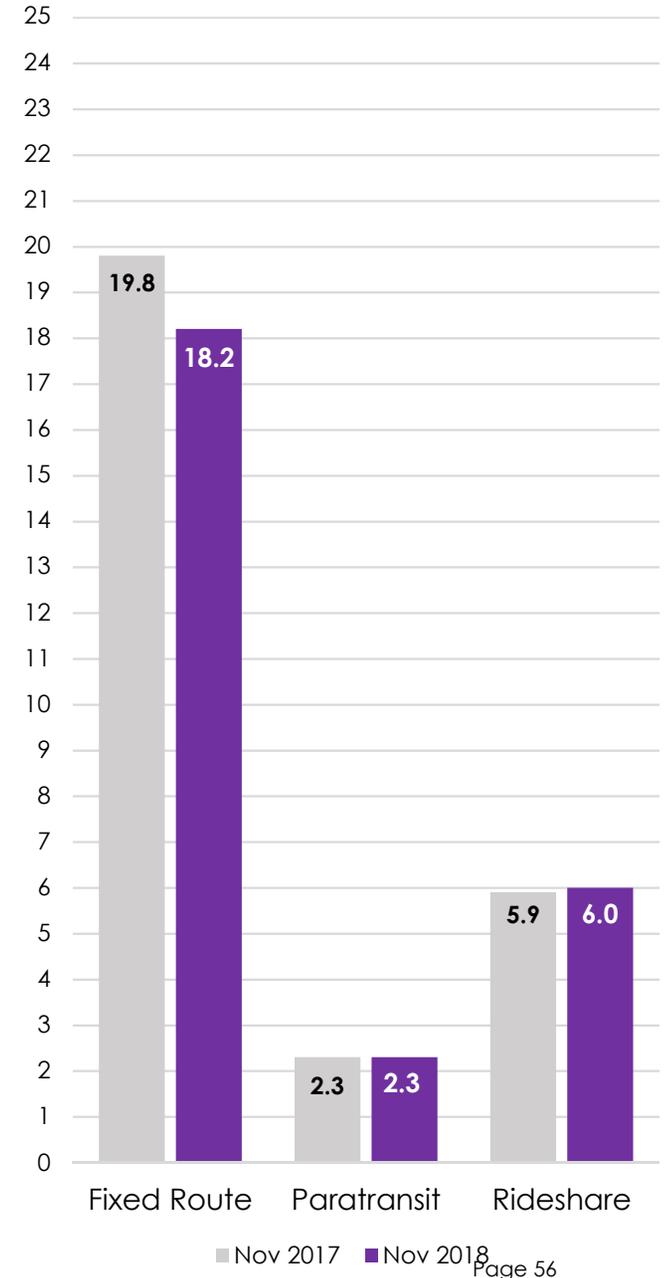


■ Fixed Route ■ Paratransit ■ Rideshare

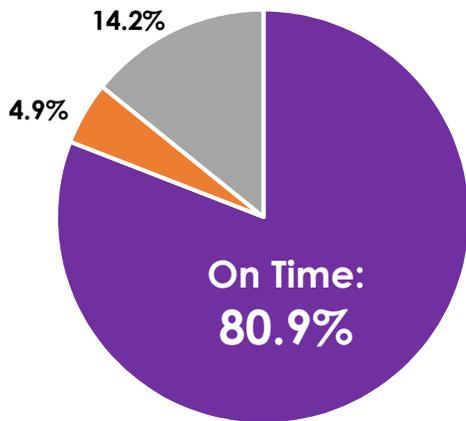
Accidents / 100K Miles



Passengers Per Revenue Hour

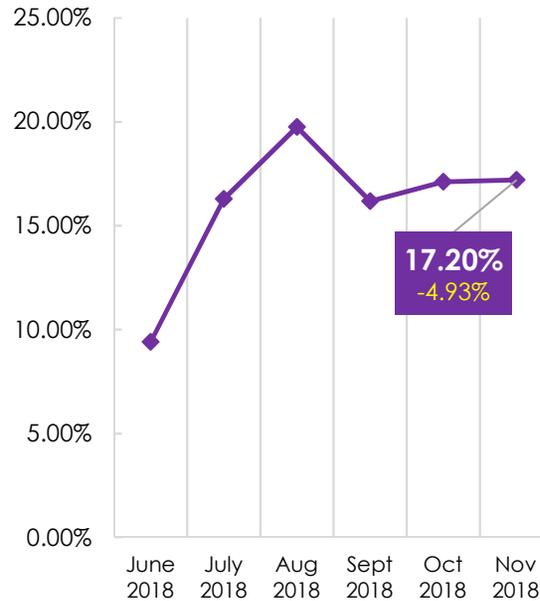


On Time Performance



■ On Time ■ Early ■ Late

Cost Recovery Ratio



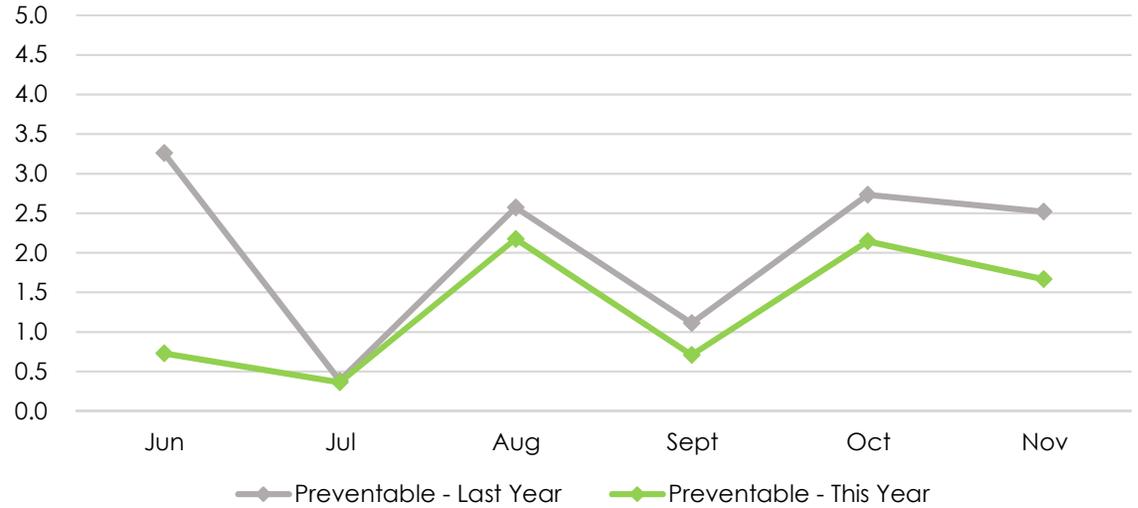


Safety Performance – November 2018

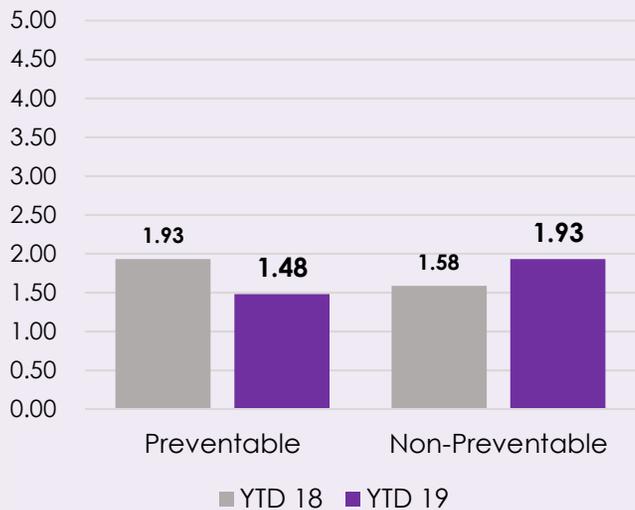
Preventable Accident Report November 2018

	Accidents	Per 100,000 Miles
June 2018	3	0.88
July 2018	1	0.30
Aug 2018	9	1.19
Sept 2018	4	1.04
Oct 2018	11	2.78
Nov 2018	6	1.65
YTD 2019	31	1.66
YTD 2018	30	1.65
YTD Change	+1	1.65%

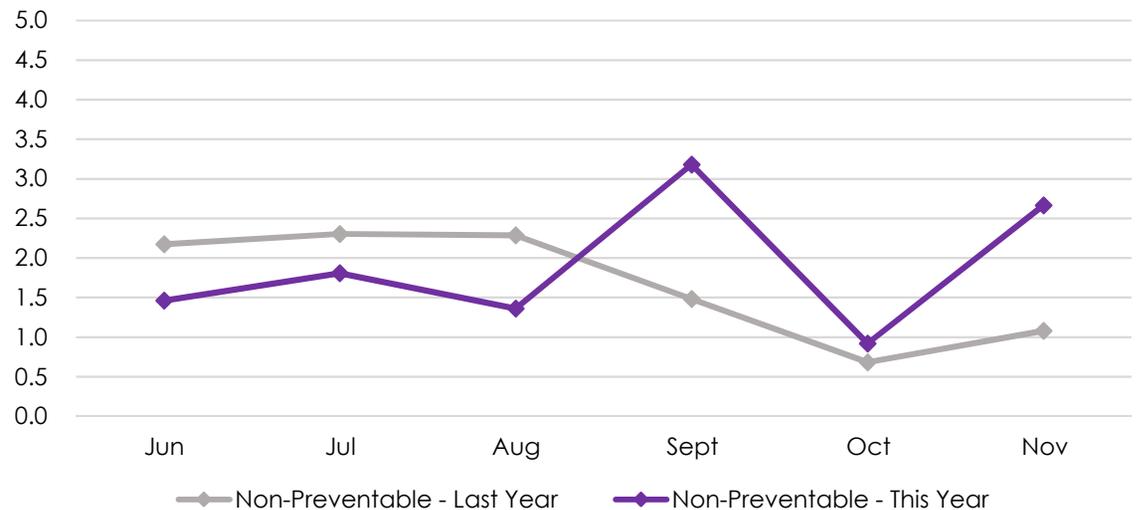
Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



Year To Date – Fixed Route Accidents Per 100,000 Miles



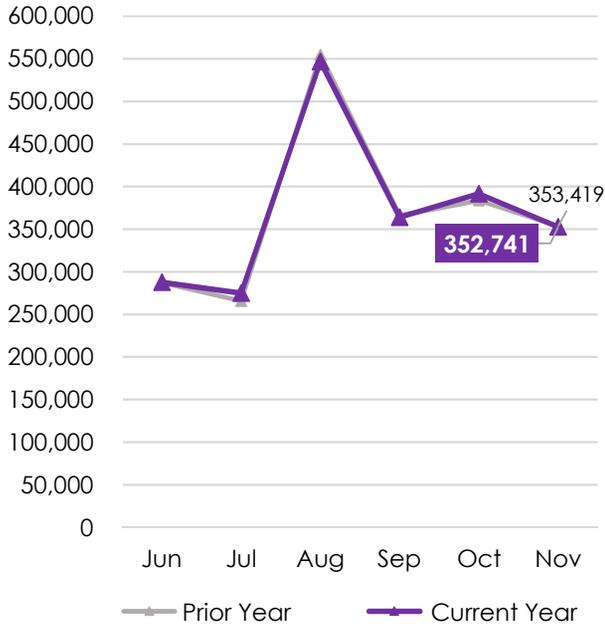
Non-Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



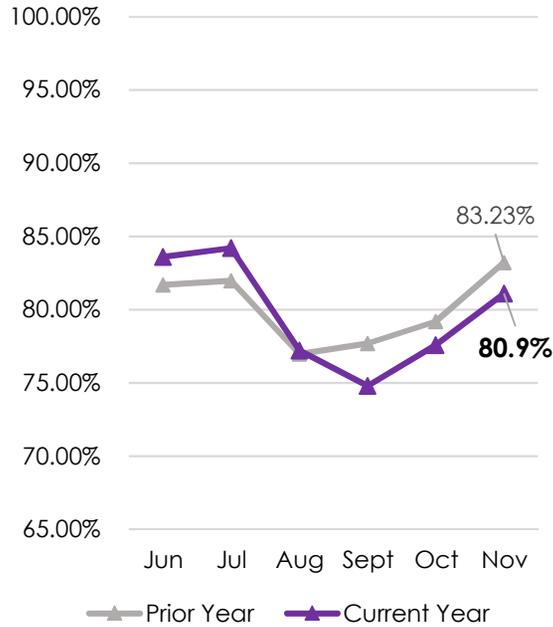


Fixed Route Performance – November 2018

Total Ridership



On Time Performance



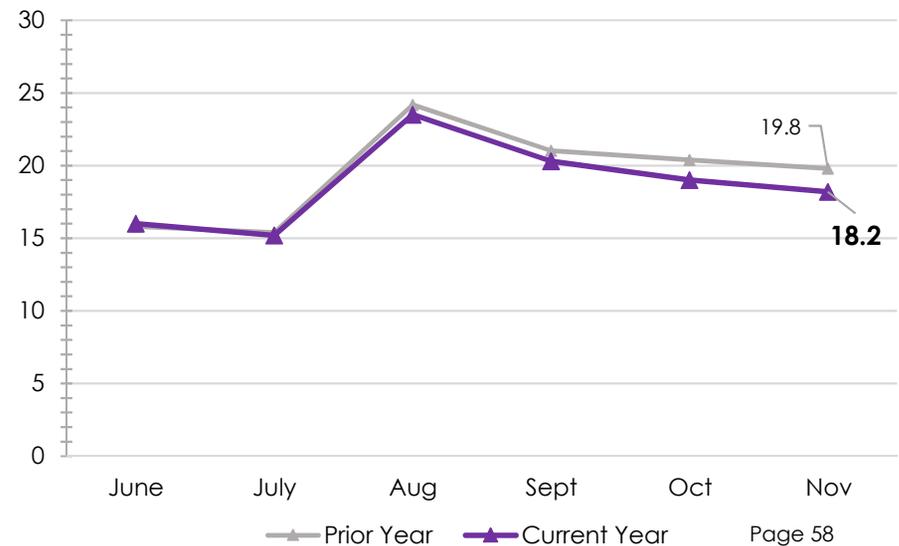
Operating Cost Per Revenue Hour



YTD Report – Fixed Route

Metrics	FY18	FY19	% Change
Customer Service			
On Time Performance	79.80%	78.96%	-1.05%
Complaints p/100K Cust.	17.15	17.27	0.70%
Roadcalls p/100K Miles	28.46	17.64	-38.02%
Passengers Per Revenue Hour	20.4	19.4	-4.80%
Financial			
Operating Cost/Rev. Hour	\$104.77	\$107.04	2.16%
Ridership			
Fixed Route Ridership	1,923,809	1,929,711	0.31%

Passengers Per Revenue Hour

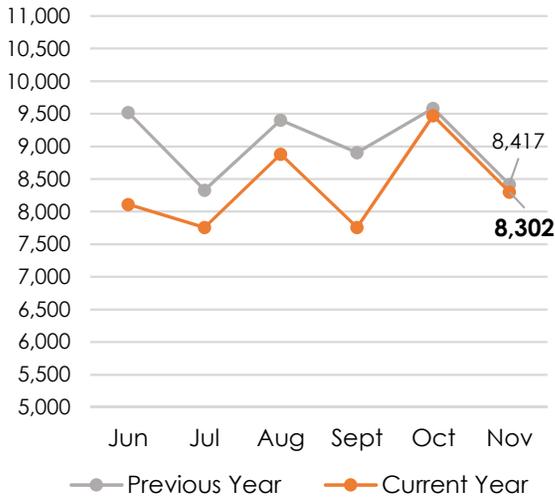




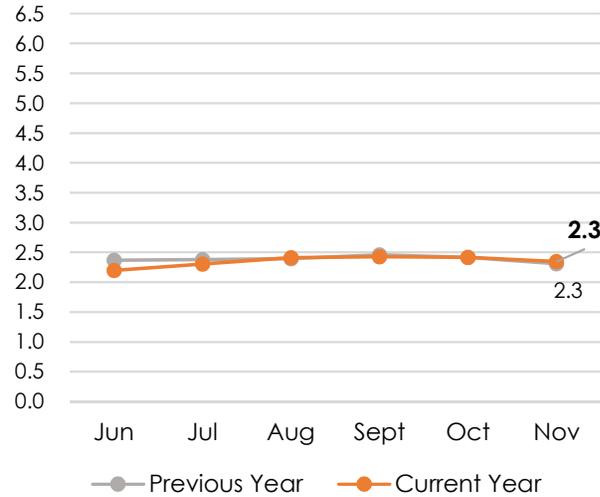
Paratransit & Rideshare Performance – Nov 2018

Paratransit

Total Ridership



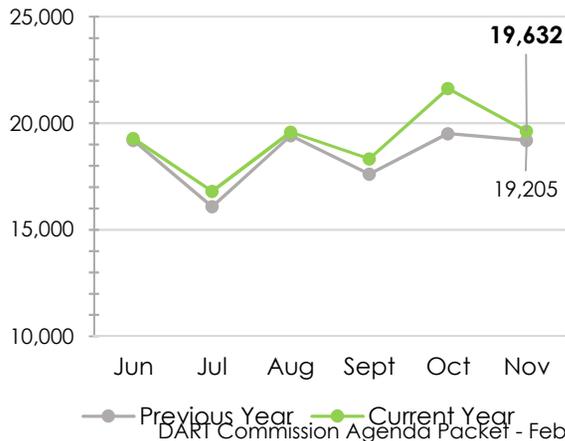
Passengers Per Revenue Hour



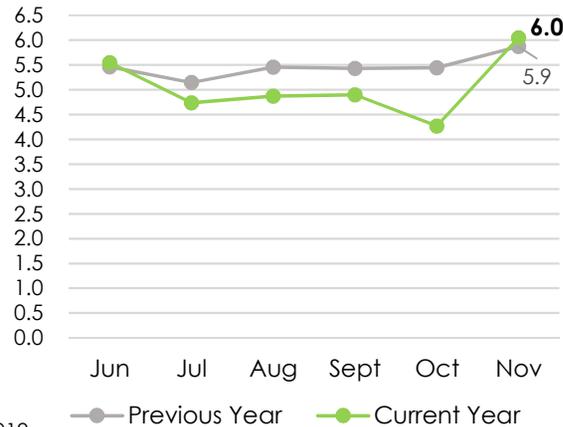
YTD Report	FY18	FY19	% Change
Customer Service			
On Time Performance	82.74%	82.76%	0.03%
Complaints p/100K Cust.	94.09	144.65	53.74%
Roadcalls p/100K Miles	8.34	6.14	-26.42%
Passengers Per Revenue Hour	2.4	2.4	-0.45%
Financial			
Operating Cost Per Run	\$380.39	\$342.19	-10.04%
Ridership			
Total Passengers	44,639	42,171	-5.53%

Rideshare

Total Ridership



Passengers Per Revenue Hour



YTD Report	FY18	FY19	% Change
Customer Service			
Passengers Per Revenue Hour	5.5	4.9	-10.59%
Financial			
Operating Cost Per Passenger	\$5.41	\$5.29	-2.21%
Ridership			
Total Passengers	91,847	95,989	4.51%



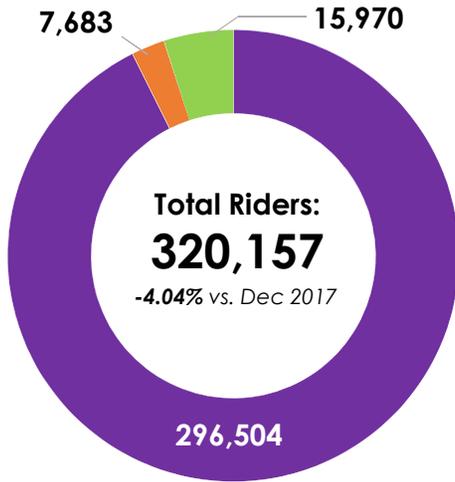
Detailed Ridership Report – November 2018

	18-Aug	18-Sep	18-Oct	18-Nov	17-Nov	Nov % Change FY19	FY19 Nov YTD	FY18 Nov YTD	YTD % Change FY19
Fixed Route	546,776	363,841	391,421	352,741	353,419	-0.19%	1,929,711	1,923,809	0.31%
1. Local									
#1 - Fairgrounds	247,801	18,774	19,862	17,500	18,083	-3.22%	316,850	318,621	-0.56%
#3 - University	31,299	34,241	34,395	33,108	32,409	2.16%	161,517	158,177	2.11%
#4 - E. 14th	16,757	16,392	16,753	16,245	16,062	1.14%	81,737	78,669	3.90%
#5 - Franklin Ave/Johnston	8,918	10,129	11,297	10,254	11,491	-10.76%	49,729	44,135	12.67%
#6 - Indianola	23,371	30,815	32,822	29,298	29,462	-0.56%	136,291	137,873	-1.15%
#7 - SW 9th St	29,764	35,833	40,685	35,552	37,205	-4.44%	164,140	172,651	-4.93%
#8 - Fleur Dr	3,057	5,162	5,901	5,990	5,692	5.24%	22,018	23,535	-6.45%
#10 - East University	2,510	3,192	3,633	3,348	3,078	8.77%	15,157	14,745	2.79%
#11 - Ingersoll/Valley Junction	2,175	2,073	2,149	1,857	1,780	4.33%	10,115	9,348	8.20%
#13 - Evergreen	2,682	7,441	8,434	7,513	7,828	-4.02%	26,653	28,209	-5.52%
#14 - Beaver Ave	17,232	21,027	23,338	19,092	21,466	-11.06%	94,169	99,626	-5.48%
#15 - 6th Ave	21,640	27,952	30,466	28,990	26,546	9.21%	125,869	122,285	2.93%
#16 - Douglas Ave	32,571	36,939	38,573	36,451	36,228	0.62%	174,361	168,524	3.46%
#17 - Hubbell Ave/Altoona	25,184	24,492	26,743	23,663	23,709	-0.19%	123,933	117,897	5.12%
#50 - Euclid	1,388	3,139	4,131	4,001	0	100.00%	12,659	0	100.00%
#52 - Valley West/Jordan Creek	13,063	13,662	14,359	12,755	13,424	-4.98%	66,583	70,630	-5.73%
#60 - Ingersoll/University	28,575	34,366	36,800	33,218	33,414	-0.59%	160,033	162,523	-1.53%
2. Shuttle									
Hy-Vee Shuttle	542	342	361	0	0	-100.00%	1,560	0	100.00%
D-Line	15,251	14,849	15,477	13,231	12,822	3.19%	73,706	75,462	-2.33%
Link Shuttle	334	625	573	325	620	-47.58%	2,168	3,404	-36.31%
3. Express									
#91 - Merle	0	0	0	0	0	-100.00%	0	3,501	-100.00%
#92 - Hickman	2,368	2,275	2,599	2,321	2,363	-1.78%	11,757	11,034	6.55%
#93 - NW 86th	3,396	2,933	2,960	2,625	2,587	1.47%	14,673	13,600	7.89%
#94 - Westtown	1,066	1,118	1,157	980	1,383	-29.14%	5,260	5,812	-9.50%
#95 - Vista	1,080	1,155	1,155	920	881	4.43%	5,352	5,588	-4.22%
#96 - E.P. True	2,148	2,048	2,481	1,914	1,985	-3.58%	10,505	11,175	-6.00%
#98 - Ankeny	6,426	6,654	7,419	6,107	6,477	-5.71%	32,567	32,682	-0.35%
#99 - Altoona	1,444	1,484	1,608	1,167	1,541	-24.27%	6,979	7,777	-10.26%
4. Flex									
#72 - West Des Moines/Clive	3,607	3,685	4,076	3,374	3,737	-9.71%	17,896	20,546	-12.90%
#73 - Urbandale/Windsor Heights	112	190	234	180	193	-6.74%	827	1,044	-20.79%
#74 - NW Urbandale	748	626	754	561	623	-9.95%	3,424	3,338	2.58%
5. On Call									
Deer Ridge	0	19	0	15	0	100.00%	63	0	100.00%
Ankeny	120	87	127	106	112	-5.36%	536	522	2.68%
Johnston/Grimes	141	118	95	78	170	-54.12%	561	609	-7.88%
Regional	6	4	4	2	48	-95.83%	48	267	-82.02%
Paratransit	8,881	7,760	9,471	8,302	8,417	-1.37%	42,171	44,639	-5.53%
Cab	710	898	921	698	1,022	-31.70%	3,793	4,535	-16.36%
Bus/Van	8,171	6,862	8,550	7,604	7,395	2.83%	38,378	40,104	-4.30%
Rideshare	1,584	18,337	21,630	19,632	19,205	2.22%	95,989	91,847	4.51%
Total Ridership	575,262	389,938	422,522	380,675	381,041	-0.10%	2,067,871	2,060,295	0.37%



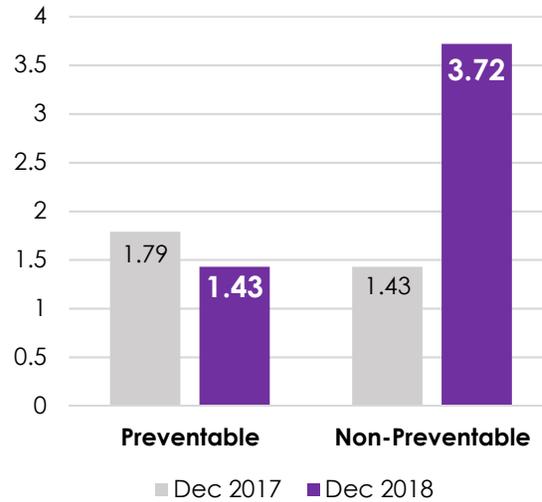
Performance Summary – December 2018

Ridership

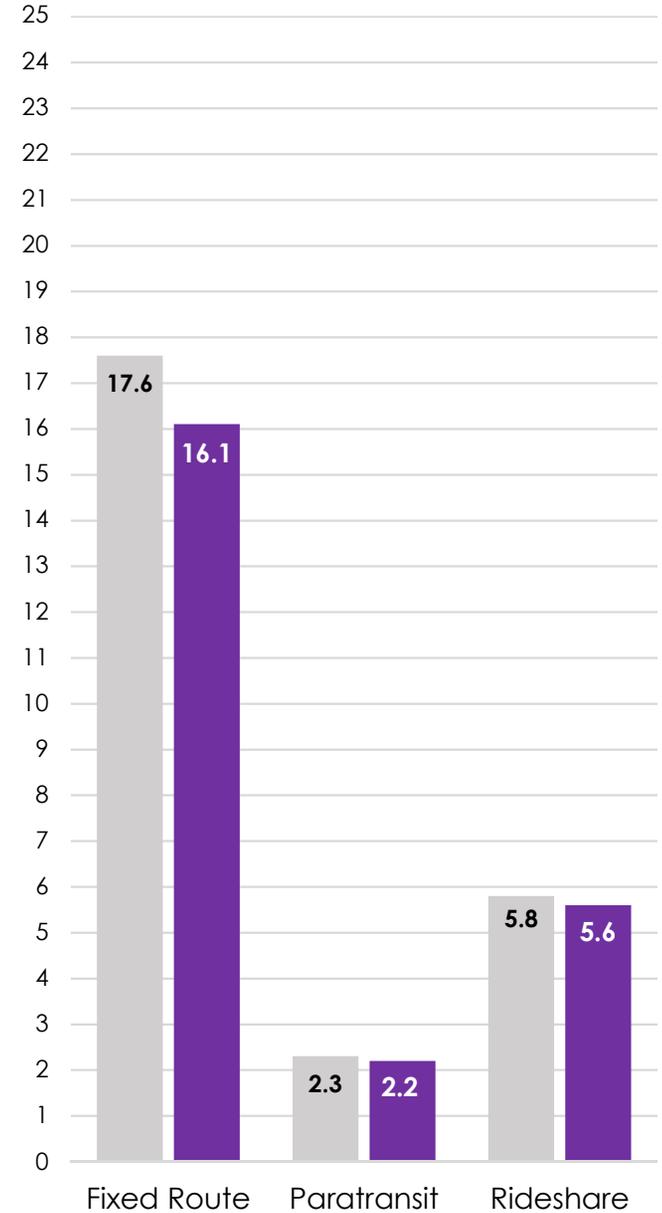


■ Fixed Route ■ Paratransit ■ Rideshare

Accidents / 100K Miles

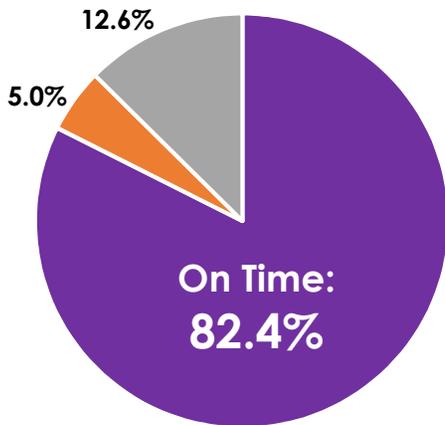


Passengers Per Revenue Hour



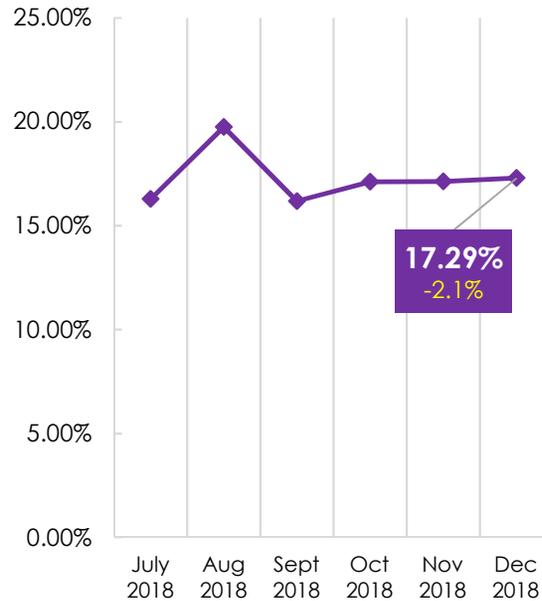
■ Dec 2017 ■ Dec 2018

On Time Performance



■ On Time ■ Early ■ Late

Cost Recovery Ratio



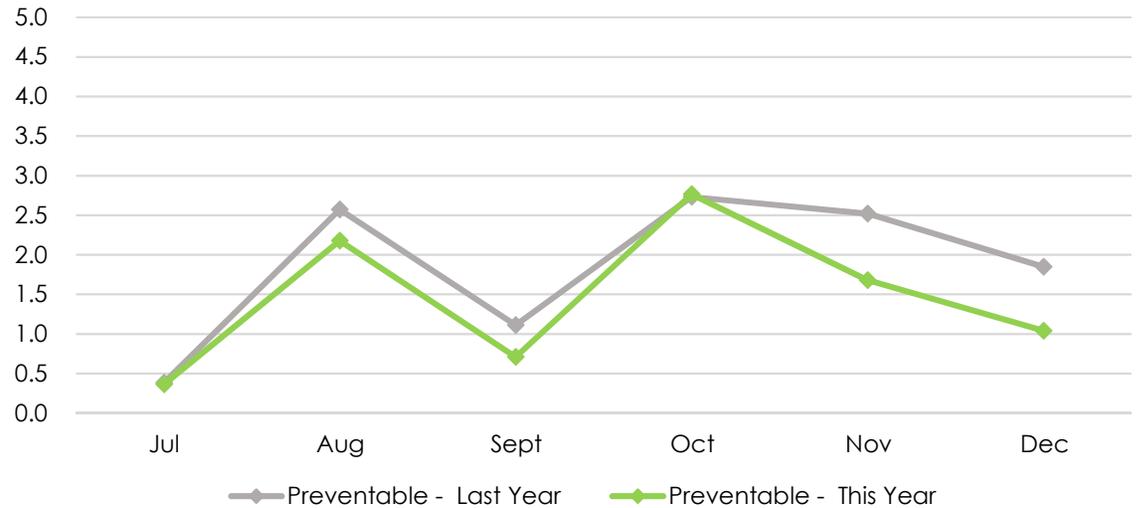


Safety Performance – December 2018

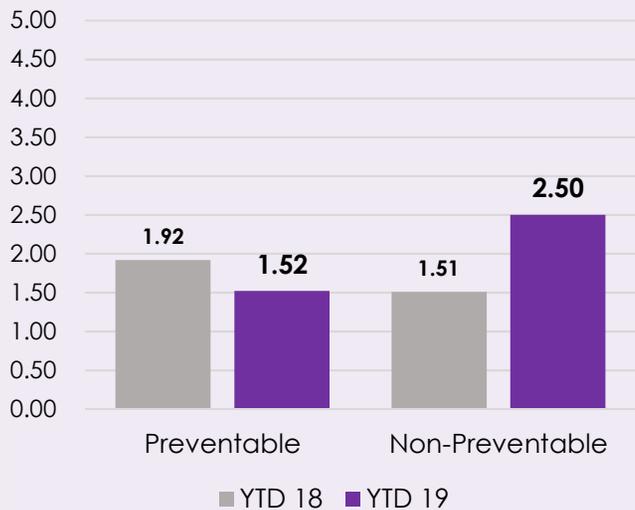
Preventable Accident Report December 2018

	Accidents	Per 100,000 Miles
July 2018	1	0.30
Aug 2018	9	1.19
Sept 2018	4	1.04
Oct 2018	13	3.29
Nov 2018	6	1.65
Dec 2018	5	1.43
YTD 2019	38	1.72
YTD 2018	36	1.67
YTD Change	+2	2.99%

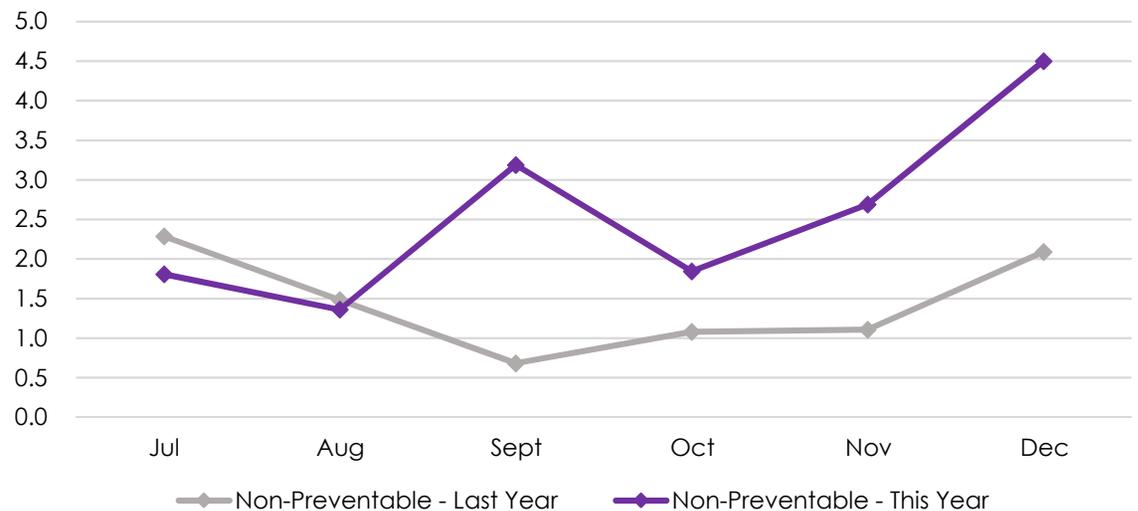
Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



Year To Date – Fixed Route Accidents Per 100,000 Miles



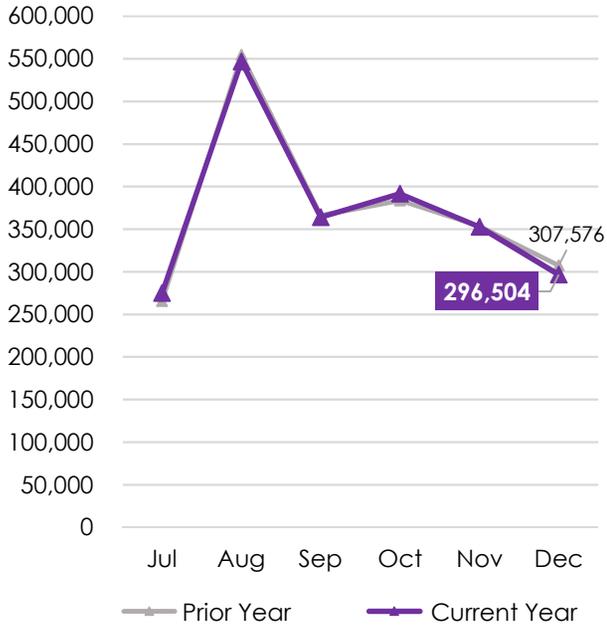
Non-Preventable Accidents Per 100,000 Miles Last Six Months - Fixed Route



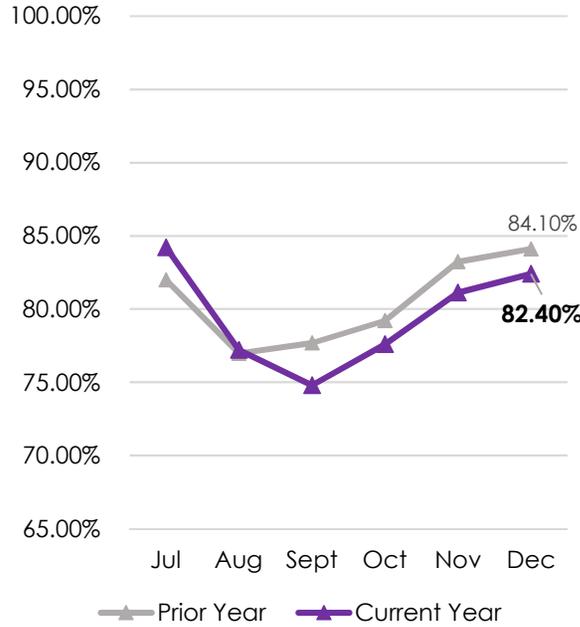


Fixed Route Performance – December 2018

Total Ridership



On Time Performance



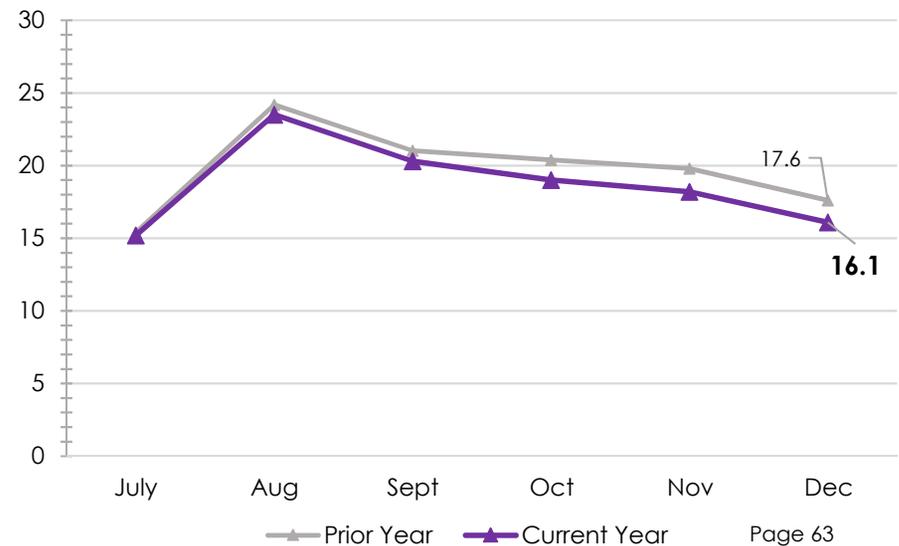
Operating Cost Per Revenue Hour



YTD Report – Fixed Route

Metrics	FY18	FY19	% Change
Customer Service			
On Time Performance	80.53%	79.56%	-1.20%
Complaints p/100K Cust.	16.45	17.29	5.15%
Roadcalls p/100K Miles	26.43	16.48	-37.63%
Passengers Per Revenue Hour	20.0	19.0	-4.77%
Financial			
Operating Cost/Rev. Hour	\$105.71	\$114.09	7.92%
Ridership			
Fixed Route Ridership	2,231,385	2,226,214	-0.23%

Passengers Per Revenue Hour

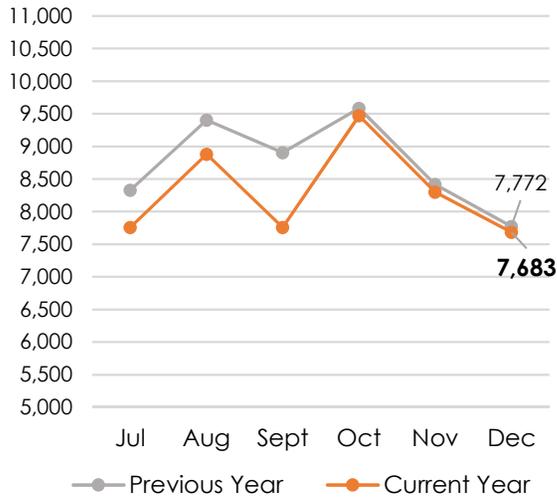




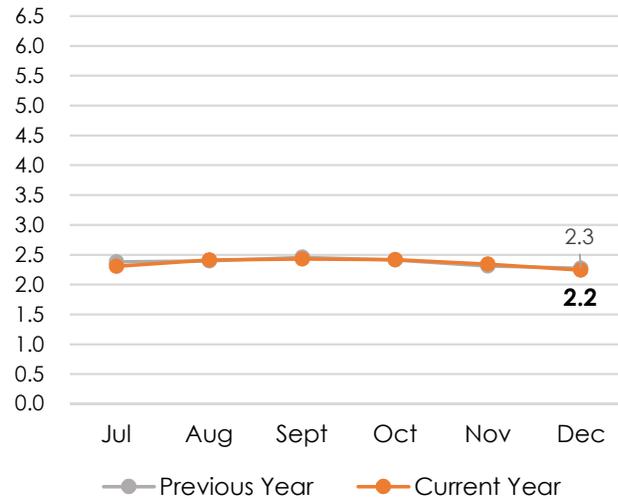
Paratransit & Rideshare Performance – Dec 2018

Paratransit

Total Ridership



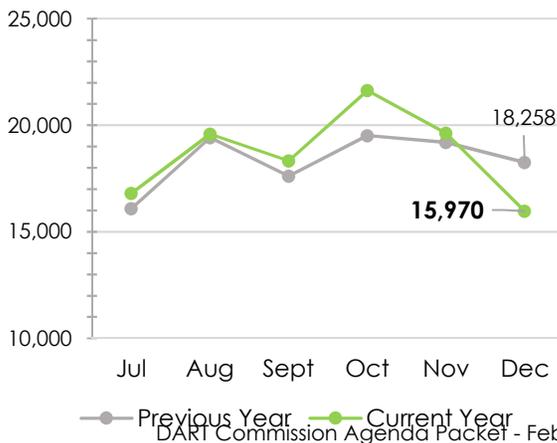
Passengers Per Revenue Hour



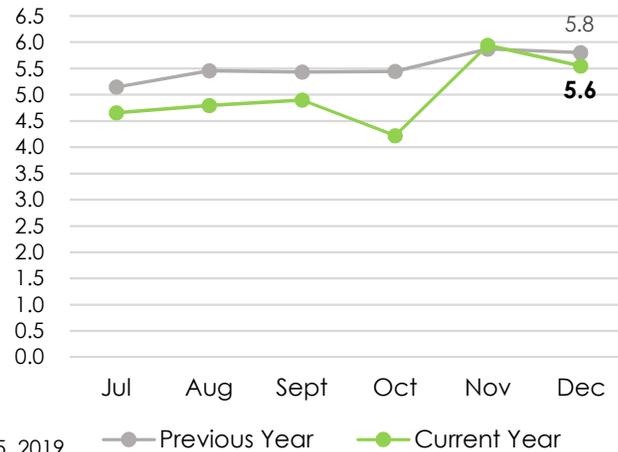
YTD Report	FY18	FY19	% Change
Customer Service			
On Time Performance	82.94%	82.88%	-0.07%
Complaints p/100K Cust.	108.76	152.45	40.17%
Roadcalls p/100K Miles	8.92	6.75	-24.37%
Passengers Per Revenue Hour	2.4	2.4	-0.65%
Financial			
Operating Cost Per Run	\$382.52	\$369.15	-3.50%
Ridership			
Total Passengers	52,411	49,854	-4.88%

Rideshare

Total Ridership



Passengers Per Revenue Hour



YTD Report	FY18	FY19	% Change
Customer Service			
Passengers Per Revenue Hour	5.5	4.9	-10.87%
Financial			
Operating Cost Per Passenger	\$5.49	\$5.80	5.64%
Ridership			
Total Passengers	110,105	111,959	1.68%



Detailed Ridership Report – December 2018

	18-Sep	18-Oct	18-Nov	18-Dec	17-Dec	Dec % Change FY19	FY19 Dec YTD	FY18 Dec YTD	YTD % Change FY19
Fixed Route	363,841	391,421	345,044	296,504	307,576	-3.60%	2,226,215	2,231,385	-0.23%
1. Local									
#1 - Fairgrounds	18,774	19,862	16,615	13,590	15,629	-13.05%	330,440	334,250	-1.14%
#3 - University	34,241	34,395	32,953	29,842	28,845	3.46%	191,359	187,022	2.32%
#4 - E. 14th	16,392	16,753	15,744	13,476	13,742	-1.94%	95,213	92,411	3.03%
#5 - Franklin Ave/Johnston	10,129	11,297	9,897	8,367	8,983	-6.86%	58,096	53,118	9.37%
#6 - Indianola	30,815	32,822	28,889	24,680	25,578	-3.51%	160,971	163,451	-1.52%
#7 - SW 9th St	35,833	40,685	34,621	30,560	33,108	-7.70%	194,700	205,759	-5.37%
#8 - Fleur Dr	5,162	5,901	5,427	3,452	4,176	-17.34%	25,470	27,711	-8.09%
#10 - East University	3,192	3,633	3,286	2,652	2,778	-4.54%	17,809	17,523	1.63%
#11 - Ingersoll/Valley Junction	2,073	2,149	1,857	1,659	1,476	12.40%	11,774	10,824	8.78%
#13 - Evergreen	7,441	8,434	7,101	5,048	5,891	-14.31%	31,701	34,100	-7.04%
#14 - Beaver Ave	21,027	23,338	18,373	15,452	18,438	-16.19%	109,621	118,064	-7.15%
#15 - 6th Ave	27,952	30,466	28,252	23,811	23,306	2.17%	149,680	145,591	2.81%
#16 - Douglas Ave	36,939	38,573	35,245	28,934	31,591	-8.41%	203,295	200,115	1.59%
#17 - Hubbell Ave/Altoona	24,492	26,743	23,387	20,639	22,076	-6.51%	144,572	139,973	3.29%
#50 - Euclid	3,139	4,131	4,001	3,958	0	100.00%	16,617	0	100.00%
#52 - Valley West/Jordan Creek	13,662	14,359	12,755	12,925	13,505	-4.29%	79,508	84,135	-5.50%
#60 - Ingersoll/University	34,366	36,800	32,627	26,755	28,870	-7.33%	186,788	191,393	-2.41%
2. Shuttle									
Hy-Vee Shuttle	342	361	108	0	0	100.00%	1,560	0	100.00%
D-Line	14,849	15,477	13,231	13,052	11,345	15.05%	86,758	86,807	-0.06%
Link Shuttle	625	573	325	326	523	-37.67%	2,494	3,927	-36.49%
3. Express									
#91 - Merle	0	0	0	0	0	-100.00%	0	3,501	-100.00%
#92 - Hickman	2,275	2,599	2,321	2,002	1,870	7.06%	13,759	12,904	6.63%
#93 - NW 86th	2,933	2,960	2,625	2,328	2,299	1.26%	17,001	15,899	6.93%
#94 - Westown	1,118	1,157	980	847	815	3.93%	6,107	6,627	-7.85%
#95 - Vista	1,155	1,155	920	795	744	6.85%	6,147	6,332	-2.92%
#96 - E.P. True	2,048	2,481	1,914	1,608	1,618	-0.62%	12,113	12,793	-5.32%
#98 - Ankeny	6,654	7,419	6,107	4,880	5,191	-5.99%	37,447	37,873	-1.12%
#99 - Altoona	1,484	1,608	1,167	974	1,106	-11.93%	7,953	8,883	-10.47%
4. Flex									
#72 - West Des Moines/Clive	3,685	4,076	3,374	2,938	3,184	-7.73%	20,834	23,730	-12.20%
#73 - Urbandale/Windsor Heights	190	234	180	174	172	1.16%	1,001	1,216	-17.68%
#74 - NW Urbandale	626	754	561	600	471	27.39%	4,024	3,809	5.64%
5. On Call									
Deer Ridge	19	0	15	18	0	100.00%	63	0	100.00%
Ankeny	87	127	106	98	83	18.07%	634	605	4.79%
Johnston/Grimes	118	95	78	63	133	-52.63%	624	742	-15.90%
Regional	4	4	2	1	30	-96.67%	49	297	-83.50%
Paratransit	7,760	9,471	8,302	7,683	7,772	-1.15%	49,854	52,411	-4.88%
Cab	898	921	698	612	981	-37.61%	4,405	5,516	-20.14%
Bus/Van	6,862	8,550	7,604	7,071	6,791	4.12%	45,449	46,895	-3.08%
Rideshare	18,937	20,630	19,632	15,970	18,258	-12.53%	111,959	110,105	1.68%
Total Ridership	389,938	422,522	372,978	320,157	333,606	-4.03%	2,388,028	2,393,901	-0.25%



MONTHLY REPORT



10A: Operations Team Report

Staff Resources: *Jamie Schug, CFO/Interim Chief Operating Officer*

- **Snow days:** Central Iowa experienced back to back weekends with significant snowfall in January. As to be expected, we experienced delays across the system but had no missed trips. We had one minor accident with no injuries when a car slid into the rear of a bus. The operations team did an awesome job and was well prepared for the severe weather and deserves credit for how well DART was able to respond during the weather events.
- **Extreme Cold Weather:** Kudos to the DART maintenance team for having us well prepared to deal with the extreme cold weather. A few steps taken during the cold snap; such as ordering a different fuel blend, making sure buses were inside at night and keeping all garage doors closed as much as possible allowed us to continue service as usual.
- **Des Moines apartment fire assistance:** DART sent a bus to shelter residents displaced by an apartment fire on East McKinley on January 20th.
- **Free rides to warming centers:** Due to dangerously low temperatures in central Iowa, DART worked with Polk County to offer free rides to and from warming centers from Monday, January 28th through Thursday, January 31st.
- **On-time Performance:** Since the service change took effect on January 13th, preliminary results show on-time performance has improved 5% on the targeted routes. Staff will continue to monitor on a daily basis.



MONTHLY REPORT

**10B: External Affairs Team Report**

Staff Resources: *Amanda Wanke, Chief External Affairs Officer*

Marketing and Communications – Erin Hockman, Marketing and Communications Manager

- **Public affairs** – Staff is in the process of updating its public affairs plan for 2019. Deliverables under development include a social media advertising plan and content, print materials, print newsletter and a series of partner video testimonials.
- **Ridership marketing campaign** – The marketing team is working with Flynn Wright to update the ridership marketing campaign creative. Four DART riders will be featured in the 2019 campaign promoting DART’s Park & Rides, DART’s Fixed Route services and DART’s Unlimited Access program.
- **Non-rider survey collateral** – Staff is developing one pagers summarizing the results of the non-rider survey for each community.
- **Service change communication** – A rider communications plan was implemented to inform customers of the changes occurring as part of the January service change.
- **Public outreach** – A communications plan was implemented to solicit input from residents in West Des Moines, Clive, Grimes, Urbandale and Ankeny on what, if any, changes to its service in these communities DART should consider. More than 300 online surveys were completed.
- **Will Keeps and Des Moines Public Schools partnership** – DART partnered with local rap artist Will Keeps and Des Moines Public Schools to create a music video encouraging respectful behavior. The video will be released on Feb. 4 online and at an assembly at McCombs Middle School.

Marketing Analytics Report

Metric	Aug. 2018	Sep. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Dec. 2017	% Change Year Prior
MyDART App Accounts	7,119	7,586	8,064	8,503	8,859	1,274	85.62%
Website Unique Visitors	59,932	36,657	40,060	28,825	20,698	28,421	-37.31%
Facebook Likes	3,490	3,503	3,530	3,561	3,570	3,069	14.03%
Twitter Followers	2,147	2,148	2,159	2,155	2,150	1,992	7.35%
Email Subscribers	8,710	8,720	8,790	8,810	14,691	5,770	60.72%
Next DART Bus	235,599	201,171	154,082	133,539	115,312	3,623	96.86%
Real-time Map	51,364	38,242	33,182	31,807	28,580	n/a	n/a
Trip Plans	27,238	22,322	21,834	20,671	19,704	5,274	73.23%
SMS Text Messaging	116,088	186,221	218,835	204,657	194,978	79,234	59.36%
IVR	10,990	10,657	10,428	7,381	8,121	8,119	0.02%



MyDART App Report

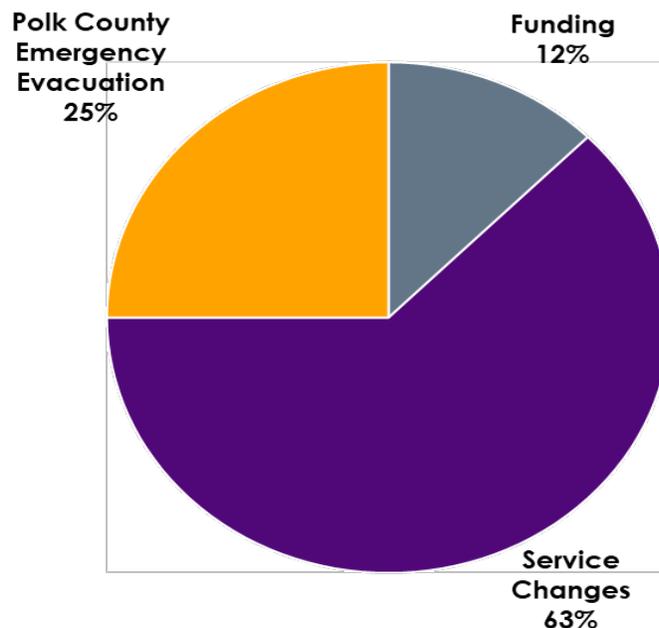
Metric	July 2018	Aug. 2018	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	TOTAL
Downloads	716	2,751	635	633	555	487	10,756
iOS	180	973	176	162	146	114	3,827
Android	536	1,778	459	471	409	373	6,929
Accounts Created	578	3,319	467	478	439	356	8,859
Orders Placed	2,134	5,943	2,032	2,171	2,458	2,404	28,583
Passes Purchased	2,699	12,227	2,543	2,757	2,975	2,964	40,693
Revenue	\$14,864	\$24,225	\$15,856	\$17,115	\$18,294	\$17,928	\$210,542

DART IN THE NEWS

Date	Headline	Source	Reach	Sentiment	Topic
21-Jan-19	Team effort needed to fight fires in the cold	WeArelowa	30,481	Positive	Polk County Emergency Evacuation
21-Jan-19	Neighbors without a home after an apartment fire	WeArelowa	30,481	Positive	Polk County Emergency Evacuation
18-Jan-19	Next Steps	Business Record	6,996	Neutral	Funding
11-Jan-19	Service changes are coming to DART routes	WeArelowa	30,481	Positive	Service Changes

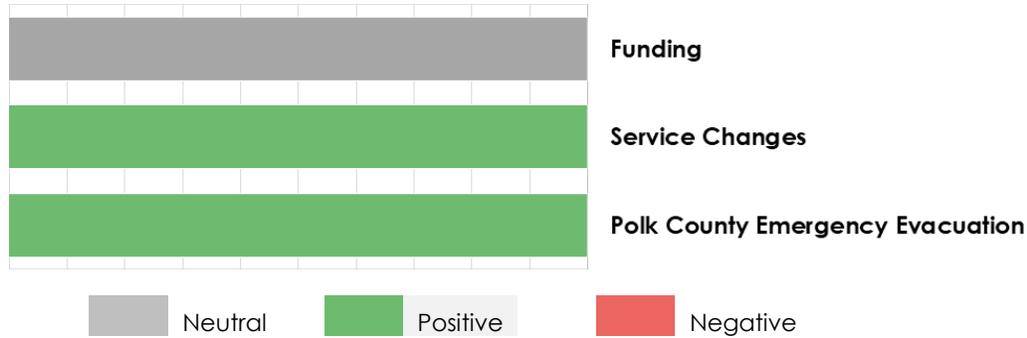
Total 98,439

DART NEWS BY TOPIC





DART NEWS SENTIMENT



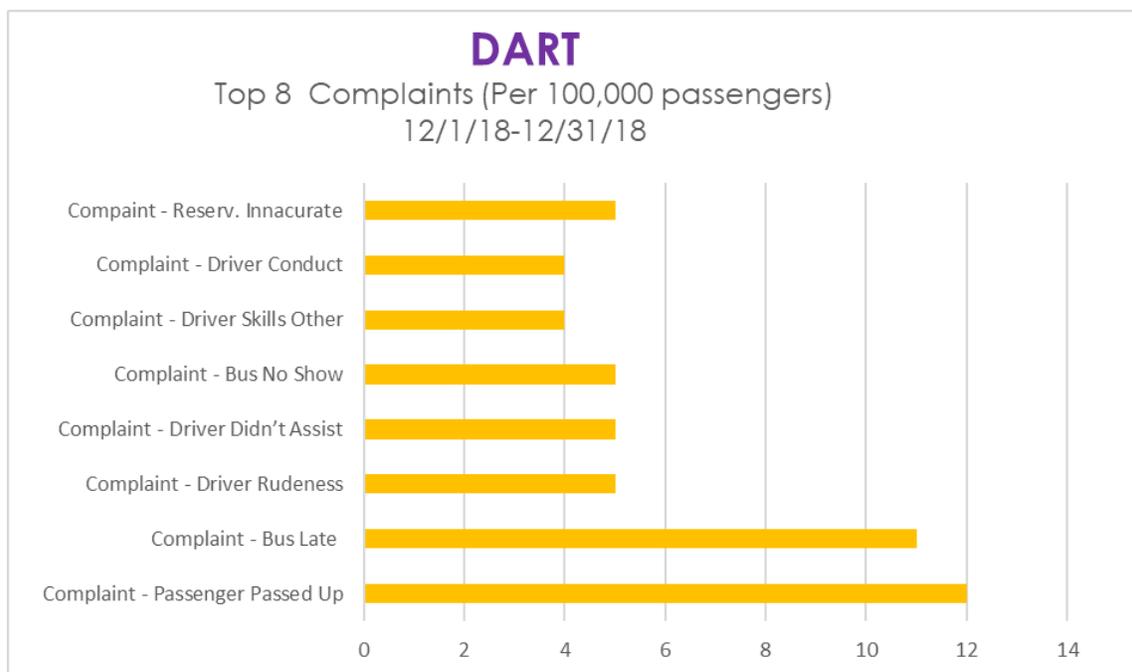
Customer Experience:

Total Calls for December 2018

- Schedule Information – 5,688
- Paratransit – 3,999
- Spanish Line – 31
- Receptionist – 267
- RideShare – 141

Website Communication and Messages for December 2018

- Bus Stop/Shelter Requests = 2
- Contact/Feedback Form = 38
- Voicemails = 68





Planning – Luis Montoya, Planning and Development Manager

- **January Service Change:** Modifications to fixed route service schedules to improve the reliability and cost effectiveness of our service and to extend Route 4 to the new Hy-Vee commissary in Ankeny were implemented on January 13.
- **2019 Transit Service Planning:** Staff is in the process of conducting analysis and public outreach to study service changes to provide better and more efficient service to the western suburbs and Ankeny. Public outreach events have been held in Ankeny, Clive, Grimes, Urbandale and West Des Moines. More information can be found at www.ridedart.com/August.
- **Title VI Program Update:** Staff are developing a three-year update to DART's Title VI Program as required by the FTA. Draft policy recommendations were shared with the Planning Committee for feedback, and discussion and approval items will be brought to the DART Commission in February, March and April.
- **Long-Range Transit Services Plan:** Staff have begun to draft a request for proposals to procure a consultant to assist with the development of this plan, per direction from the Commission. The RFP would be advertised in March, following FY20 budget approval, so that the project can begin promptly in the new fiscal year.

Business & Community Partnerships – Matt Harris, Business and Community Partnerships Manager

- **Fundraising Feasibility Study:** DART is seeking a contractor to conduct a feasibility study that will identify potential fundraising opportunities and gauge interest from the business and philanthropic community in supporting art shelters and other DART programs.
- **Business Prospecting:** Staff are responding to ongoing requests from businesses expressing potential interest in DART service and/or access.
- **HIRTA RFP:** A draft agreement between DART and Heart of Iowa Regional Transit Agency (HIRTA) to provide commuter vanpooling services is under review by HIRTA and their board. The agreement will be acted upon by the DART Commission at their March 2019 meeting.
- **Mobility Coordination:** DART has established an internal task force to review its fare programs and identify opportunities for streamlining processes to reduce barriers to transit for populations in need of access.
- **Unlimited Access Program:** EMC Insurance Companies has signed a three-year Unlimited Access Partnership agreement through 2021. Other Unlimited Access Partners coming up for renewal prior to the end of FY2019 include the Des Moines Bicycle Collective, City of Des Moines, Des Moines University and the Greater Des Moines Partnership.
- **Van Donation Program:** Three retired RideShare vehicles will be awarded to Oakridge Neighborhood Services, Children and Families of Iowa and Opportunity on Deck following approval by the DART Commission in January. Agencies not selected for donation will have the chance to purchase a retired van subject to availability.
- **Mobility Coordination Outreach - November 2018:**

12/4, 12/11, 12/24, 12/31	Fort Des Moines	Des Moines	Re-Entry	66
12/12	Des Moines Public Schools	Des Moines	Educational	32
12/14, 12/21	Fresh Start Women's Center	Des Moines	Re-Entry	16
12/18	House of Mercy	Des Moines	Human Services	4
12/19, 12/21	Bridges of Iowa	Des Moines/ West Des Moines	Re-Entry	18



MONTHLY REPORT



10C:	Procurement
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Staff Resource: *Mike Tiedens, Procurement Manager*

Upcoming Procurements:

Electrical Infrastructure for Electric Buses – DART is seeking a Contractor to provide electrical service addition to the facility at 1100 DART Way that will power charging stations for the electric bus project. The work will include extensions to piping and electrical power to the south end of the bus garage facility.

- Invitation for Bid to be published in January / February 2019

Portable Lifts (Maintenance) – DART is seeking to acquire two (2) sets of portable lifts to be utilized in the Maintenance Department. The 2 sets are a quantity of 4 and 6 to have the flexibility to lift a medium duty, heavy duty and an articulated bus. The lifts will replace existing ones that have met their useful life. Funding for the lifts is included as part of the capital asset budget.

- Request for Quotes published in January 2019

Funding Feasibility Study (Art Shelters) – DART is seeking a Contractor to conduct a feasibility study that will identify potential fundraising opportunities and gauge interest from the business and philanthropic community in supporting art shelters and other DART programs.

- Request for Proposal to be published in February 2019

Contracts and Task Orders Approved Recently:

Wireless Controllers and Routers – DART is seeking to acquire wireless controllers and routers to replace existing network equipment that has met its useful life. Funding for the equipment is included as part of the capital asset budget.

- DART utilized the Federal General Services Administration (GSA) Schedule 70 Contract to purchase the Wireless Controllers from CDW Corporation and the contract list price amount was \$53,806.00
- DART utilized the Federal GSA Schedule 70 Contract to purchase the Routers from CDW Corporation and the contract list price amount was \$3,055.86

Future Procurements:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Bus Wash • Shop Drains • IT Consulting Services • Uniforms • Printing Services | <ul style="list-style-type: none"> • On Call Planning Consulting Services • Compensation Study • Long Term Transit Service Plan • Electrical Infrastructure for Electric Buses |
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MONTHLY REPORT



10D:	Chief Executive Officer
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Staff Resource: *Elizabeth Presutti, Chief Executive Officer*

- **DART Executive Committee:** The DART Executive Committee met on Friday, February 1 2019. The discussion items presented during the meeting included:
 - Legislative Update
 - FY2020 Budget Development
 - Long-Term Transit Plan Scope
 - DART/DMPS Collaborative Video

The next DART Executive Committee meeting is scheduled for Friday, February 15, 2018 at 7:30 a.m.

- **Medicaid Update:** We will be meeting with Medicaid representatives on February 21st to discuss the changes to the Medicaid program have had on DART Paratransit. We will update the Commission on outcomes at the next Commission meeting.

- **Van Donation Presentation:** After DART Commission approval at the January meeting, on February 1, 2019, three area non-profit organizations were presented with retired RideShare vans through DART's van donation program. The recipients are Oakridge Neighborhood Services, Children and Families of Iowa and Opportunity on Deck.



- **Windsor Heights Walmart bus stop improvements celebration:** You will be receiving an invitation to join the Windsor Heights Chamber, City of Windsor Heights, staff and others to celebrate the completion of the Windsor Heights Walmart bus stop improvements. The event will be held at the Apple Valley Shopping Center on February 13th at 4:30 pm.

- The DART family lost a valued member of our maintenance team, Mark Morris, on January 23, 2019 to blood cancer. Mark worked for the MTA and now DART for 42-years as a Journeyman Diesel Technician. We appreciate his service to DART over the years, he was greatly respected by his colleagues in the shop and thoroughly enjoyed the challenges that the job offered. Our deepest sympathies go out to his wife and family in this time of loss.



FUTURE DART COMMISSION ITEMS



FUTURE AGENDA ITEMS:

March 5, 2019 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • FY2020 Budget • Withdrawal approval for Cities • Service and Fare Equity Policy • HIRTA MOU 	<ul style="list-style-type: none"> • Mobility Coordinator Update • DART Service Standards
April 2, 2019 - 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • DART Service Standards 	<ul style="list-style-type: none"> • Transit Riders Advisory Committee Update
May 7, 2019 – 12:00 P.M.	
Action Items	Information Items
<ul style="list-style-type: none"> • Long Range Transit Services Plan • Electrical Infrastructure Upgrade 	<ul style="list-style-type: none"> • Quarterly Safety Report • Fleet Analysis

Other Future Agenda Items:

- IT Consulting Contract
- Planning Consulting Services Contract

Upcoming DART Meetings:

- DART Executive Committee – the next meeting is scheduled for February 15, 2019
 - Location - DART Central Station